



**Minutes of 19<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC)**

**Date:** August 20, 2022

**Venue:** Virtual Mode

A handwritten signature in blue ink, appearing to be 'D. K. ...', written over a horizontal line.

**PRESIDENT**  
THE IIHMR UNIVERSITY  
1, PRABHU DAYAL MARG  
NEAR SANGANER AIRPORT, JAIPUR 302029

## Minutes of the Nineteenth Meeting of IQAC

**Date** : August 20, 2022  
**Time** : 12:00 PM  
**Venue** : Virtual Mode

### **The following were present during the meeting:**

1. Dr. P.R Sodani, President
2. Col. (Dr.) Mahender Kumar, Dean, Institute of Health Management Research
3. Prof. Rahul Ghai, Dean, School of Development Studies
4. Dr. Saurabh Kumar, Dean, School of Pharmaceutical Management
5. Dr. Vinod Kumar SV, Dean In-Charge, SD Gupta School of Public Health
6. Dr. Arindam Das, Dean, Research
7. Dr. Seema Mehta, Associate Professor
8. Mr. Hem K. Bhargava, Registrar
9. Mr. Neeraj Srivastava, Dy. Registrar (A & P)
10. Mr. Prasoon Jain, CFAO
11. Dr. Nupur Srivastava, Controller of Examinations
12. Mr. Arpit Gupta, Officer-Registrar Office
13. Dr. Tripti Bisawa, (Coordinator and Member Secretary)

### **The following members were absent during the meeting:**

1. Dr. Daya Krishan Mangal, Professor, Advisor (SDG-SPH)
2. Dr. Vikram Singh Chouhan, Chief Operating Officer, Eternal Hospital (EHCC), Jaipur (Employer Representative)
3. Dr. Sheenu Jhavar, Director, Apex Hospitals Pvt. Ltd., Jaipur (Alumni Representative)
4. Dr. A.K. Agarwal, Former Dean, Academics, International Institute of Health Management Research, New Delhi (Stakeholder Representative)
5. Mr. Pulkit Raturi, MBA Student, IIHMR University, Jaipur (Student Representative)

At the outset, the Chairperson welcomed all the members, thereafter, the agenda items were taken up

### **Item I: To confirm the minutes of the meeting held on April 15, 2022.**

The minutes of the last meeting dated April 15, 2022 was unanimously confirmed by the members.

### **Item II: To consider and approve the Action Taken Report of the 18<sup>th</sup> meeting held on April 15, 2022.**

Item	Agenda	Decisions	Action Taken
1	To confirm the minutes of the meeting held on 21 January 2022	The minutes of the meeting of the Internal Quality Assurance Cell held on 21 January 2022 were confirmed by the members.	No action required

*[Handwritten Signature]*

2	To consider and approve the Action Taken Report of the 17 <sup>th</sup> meeting held on January 21 January 2022	Members took note of the action taken on various decisions of the Cell and found them satisfactory. After detailed deliberations, it was resolved that the report be approved.	No Action Required
3	To share information about Times Power Icons – 2022	It was shared with the members of IQAC that another feather in the cap has been added as IIHMR University has been felicitated in the field of Health Management and Research by Times Power Icons – 2022.	No action required
4	To share the information of approval of AQAR 2019-20.	IQAC shared the information of approval of AQAR 2019-20 by NAAC. It was submitted on 30 <sup>th</sup> December 2021 and approval of the same has been received on 30 <sup>th</sup> March 2022.	No action required
5	To review the preparation of two weeks residency of Cohort-I of Executive MHA and Executive MPH	It was shared that the coordinator of the programme has sought course plans and reading material from the respective faculty members. The other aspects of preparation are also being taken care by the coordinator of the programme.	Two weeks residency of Cohort-I of Executive MHA and Executive MPH was successfully conducted

Members of IQAC took note of the action taken on various decisions of the cell and found them satisfactory. After detailed deliberations, it was resolved that the report be approved.

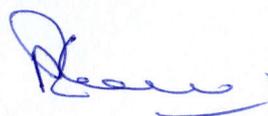
**Item III: To inform the members about submission of AQAR to NAAC.**

Dr. Tripti Bisawa, Professor, IQAC Co-Ordinator introduced the IQAC committee members and explained the function of IQAC and the preparation, documentation, and submission process of Annual Quality Assurance Reports (AQARs) for the knowledge of new members of the committee. Status of successful submission and approval of NAAC AQAR 2020-21 was shared with all members of the IQAC. AQAR 2020-21 was submitted on 13<sup>th</sup> May 2022 and the approval of the same was received on 7<sup>th</sup> June 2022.

**Item IV: To discuss and prepare IQAC Activity Calendar 2022-23.**

IQAC Activity Calendar 2022-23 was placed before the members and deliberately discussed and sought suggestions and modifications for the same.

Mr. Hem K. Bhargav, Registrar, IIHMR University and Mr. Neeraj Srivastava, Dy. Registrar (A & P) suggested additional activities and audits to be incorporated in the IQAC Activity Calendar. Dr. Arindam Das, Dean, Research suggested for every school there should be open house activity on monthly basis for the students who interact with each faculty member, IQAC should assess each school



on monthly basis to display and showcase the achievements of schools with their publications and there should also be quarterly internal audit for each school carried out by the different schools at the University.

**Item V: To discuss about various internal and external audits to be conducted.**

Dr. Tripti Bisawa, Professor, Co-Ordinator, IQAC communicated to the members that Energy Audit 2021-22 has been done at the University by DGENS Enterprises and accentuated yearly audits of Academic, Administrative Green & Environment and Energy should be carried out. Mr. Neeraj Srivastava, Dy. Registrar (A & P) assured the committee members to provide necessary help in expediting the process of audits at the University along with the Registrar Office.

**Item VI: To inform about NAAC circular regarding Assessment & Accreditation (A & A) process.**

Dr. Tripti Bisawa, Professor, Co-Ordinator, IQAC apprised all the members with the circular from NAAC regarding NAAC Assessment & Accreditation (A & A) process, wherein, Higher Education Institutions are advised to adopt and publish in the UGC CARE journals only.

**Item VII: To share and seek suggestions on the Quality Assurance Manual of IQAC, IIHMR University.**

Dr. Tripti Bisawa, Professor, Co-Ordinator, IQAC tabled the draft of Quality Assurance Manual to sought suggestions and approval of Quality Assurance Manual. IQAC members appreciated the same.

**Item VIII: To share NIRF-2022 ranking analysis.**

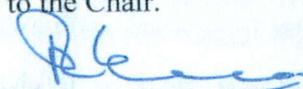
Dr. Tripti Bisawa presented NIRF Rankings 2019, 2020, 2021 & 2022 analysis of IIHMR University. She also conveyed the measures to be taken against each parameter and metric of NIRF to improve the NIRF ranking for the coming years. She accentuated on the improvement of Economically & Socially Disadvantage Students metric because in last four years NIRF scores on this metrics have not been very encouraging. In this regard, Mr. Hem K. Bhargava requested Mr. Neeraj Srivastava and Mr. Prasoon Jain to review the scholarship and free ships schemes of the University and provide the tuition fee waiver to the students. Mr. Neeraj Srivastava suggested to explore the option of providing fee waiver to students against incentive for quality publication.

Co-Ordinator, IQAC also accentuated the major areas of concern viz., Research and Professional Practice (RP), Outreach Inclusivity (OI), and Peer Perception (PR) and suggested to take appropriate and necessary actions towards their improvement.

**Item IX: Any other item with the permission of the Chair.**

Dr. P.R. Sodani, President, IIHMR University suggested that IQAC should summarize the action points for improving the NAAC as well as NIRF Ranking and convey them to all Deans, and also requested to all the Deans to incorporate these points in the agenda items of faculty meetings, so as to create awareness and ensure involvement of every faculty member in improving the grading/ranking of the University.

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

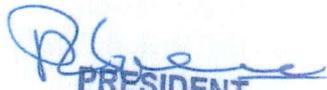
  
**PRESIDENT** Dr. P.R. Sodani  
THE IIHMR UNIVERSITY  
1, PRABHU DAYAL MARG  
NEAR SANGANER AIRPORT, JAIPUR 302029  
**Chairperson-IQAC**  
**IIHMR University**



**Minutes of 20<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC)**

**Date:** December 21, 2022

**Venue:** Hybrid Mode

  
**PRESIDENT**  
THE IIHMR UNIVERSITY  
1, PRABHU DAYAL MARG  
NEAR SANGANER AIRPORT, JAIPUR 302029

## Minutes of the Twentieth Meeting of IQAC

**Date** : December 21, 2022  
**Time** : 03:00 PM  
**Venue** : Hybrid Mode

### **Following were present during the meeting:**

1. Dr. P.R Sodani, President
2. Col. (Dr.) Mahender Kumar, Dean, Institute of Health Management Research
3. Prof. Rahul Ghai, Professor, School of Development Studies
4. Dr. Saurabh Kumar, Dean, School of Pharmaceutical Management
5. Dr. Vinod Kumar SV, Dean In-Charge, SD Gupta School of Public Health
6. Dr. Seema Mehta, Professor
7. Mr. Hem K. Bhargava, Registrar
8. Mr. Subhabrata Mitra, Head-HR
9. Mr. Prasoon Jain, CFAO
10. Dr. Nupur Srivastava, Controller of Examinations
11. Mr. Ashish Sharma, Head-Administration
12. Ms. Neeru Khangarot, Bhoruka Charitable Trust, Jaipur (Local Society Representative)
13. Dr. Shikha Sharma, MBA-Hospital and Health Management, Batch 2021-23 (Student Representative)
14. Dr. Tripti Bisawa, (Coordinator and Member Secretary)

### **Special Invitee**

1. Dr. Sudhinder Singh Chowhan, Associate Professor
2. Ms. Richa Agarwal, Academic Officer

### **The following members were absent during the meeting:**

1. Dr. Arindam Das, Dean, Research
2. Dr. A.K. Agarwal, Former Dean, Academics, International Institute of Health Management Research, New Delhi (Stakeholder Representative)
3. Dr. Mala Airun, Director, Medical Operations, Fortis Escorts Hospital, Jaipur (Industry Representative)
4. Dr. Vrajesh Shah, Medical Superintendent, Eternal Hospital (EHCC), Jaipur (Employer Representative)
5. Mr. Deepesh Gupta, Head of Office UNFPA Rajasthan, Jaipur (Alumni Representative)



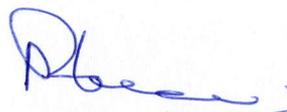
At the outset, the President welcomed all the members and elaborated and emphasized the importance of rankings and accreditation for the University in terms of quality education. He accentuated that IQAC meetings create a platform to share, discuss and enable the members to know about the activities and initiatives undertaken and new/best practices adopted by the Schools/Departments of the University. He also emphasized that joint efforts are required to bring improvement in the quality of education, therefore, IQAC has representatives from each department along with student representatives. Input from each and every department is required to achieve the goals of IQAC.

**Item I: To confirm the minutes of the meeting held on August 20, 2022.**

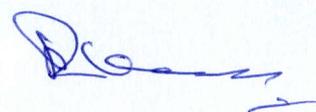
The minutes of the last meeting held on August 20, 2022, were unanimously confirmed by the members.

**Item II: To consider and approve the Action Taken Report of 19<sup>th</sup> meeting held on August 20, 2022.**

Item	Agenda	Decisions	Action Taken
1.	To confirm the minutes of the meeting held on 15 April 2022	The minutes of the meeting of the Internal Quality Assurance Cell held on 15 April 2022 were confirmed by the members.	No action required
2.	To consider and approve the Action Taken Report of the 18 <sup>th</sup> meeting held on April 15, 2022	Members took note of the action taken on various decisions of the Cell and found them satisfactory. After detailed deliberations, it was resolved that the report be approved.	No action required
3.	To inform the members about submission of AQAR to NAAC	IQAC shared the dates of submission and approval of AQAR 2020-21	No action required
4.	To discuss and prepare IQAC Activity Calendar 2022-23	Additional activities and audits to be incorporated in the IQAC Activity Calendar	IQAC has incorporated events viz., <ul style="list-style-type: none"> <li>• Painting Competition</li> <li>• World Population Day celebration,</li> <li>• Environment and Green Audit</li> </ul>



			<ul style="list-style-type: none"> <li>Academic and Administrative Audit (AAA)</li> </ul>
5.	To discuss about various internal and external audits to be conducted	It was shared that Energy Audit 2021-22 has been conducted at the University by DGENS Enterprises and after discussion and deliberations it was decided that Registrar Office shall ensure to expediate the process of audits at the University	Vendor for Green Audit and Environment Audit has been identified and work order has been issued.
6.	To inform about NAAC circular regarding Assessment & Accreditation (A & A) process	All the members of IQAC were apprised with the circular from NAAC regarding NAAC Assessment & Accreditation (A & A) process, wherein, Higher Education Institutions are advised to adopt and publish in the UGC CARE journals only. It was discussed and resolved that the circular be shared with all the Deans	NAAC circular regarding Assessment & Accreditation (A & A) process was shared with the Deans of respective schools and Dean Research which was then further shared with all the faculty members
7.	To share and seek suggestions on the Quality Assurance Manual of IQAC, IIHMR University	Quality Assurance Manual of IQAC, IIHMR University was shared, and it was appreciated by the members of the committee	Committee took a note
8.	To share NIRF-2022 ranking analysis	After discussion and deliberation, it was resolved that the concerned Departments shall review the scholarship and freeship scheme of the University and suggest appropriate measures for the same	Action Taken
9.	Any other item with the permission of the Chair	Summarized action points for improving NAAC as well as NIRF Ranking were shared with all the Deans and it was decided that all the Deans shall incorporate these action points in the agenda items of faculty meetings, so as to create awareness and ensure involvement of every faculty member in	Action taken



		improving the grading/ranking of the University	
--	--	---	--

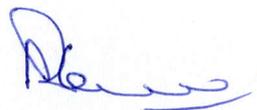
Members of IQAC took note of the action taken on various decisions of the cell and found them satisfactory. After detailed deliberations, it was resolved that the report be approved.

**Item III: To share the feedback mechanism and feedback report on curriculum from various stakeholders.**

IQAC Coordinator shared the feedback report of various stakeholders conveyed the insights from the feedback report to all members. Student Representative Dr. Shikha Sharma suggested that feedback should be taken in the morning of the last day of a particular module and the respective teacher should ensure that maximum students do so to increase the percentage of feedback received.

**Item IV: To share the report of internal Academic and Administrative Audit.**

- Dr. Tripti Bisawa, Co-Ordinator, IQAC shared the Internal Academic and Administrative Audit report, conducted on November 21-22, 2022, and she appreciated all the departments and members for cooperating in the audit and providing and maintaining the relevant documents for the audit.
- IQAC members recommended to incorporate tutorial schedule in the timetable of respective programs. Further, it was also suggested that the record of tutorial classes should be maintained by the Academics Department.
- IQAC coordinator shared that Value-added courses should have at least 30 contact hours.
- Offline teaching mode of value-added courses was suggested for better understanding and learning by Dr. Shikha Sharma, Student Representative.
- Dean IHMR & Proctor, IIMR University suggested that value-added courses should be reflected in the academic calendar.
- Record of student participation in inter and intra university events should be maintained, as recommended by IQAC members. Mr. Hem K. Bhargava, Registrar, requested IQAC to provide assistance in preparing a format/template for students' event participation. The record of the same may be maintained by the Academics department.
- Dr. (Col.) Mahender Kumar, Dean IHMR & Proctor, IIMR University suggested that the Head IT should be invited to attend IQAC meetings to discuss technical aspects related to academics and administration.
- Internal Academic & Administrative Audit Members observed that a centralized repository for Minutes of Meetings (MoMs) and Action Taken Reports (ATRs) of various academic and administrative bodies and policies should be established in Registrar Office.



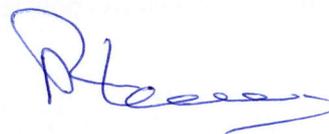
- The IQAC Coordinator recommended the establishment and maintenance of a student counselling system at the University level, she also emphasized the importance of providing a night safety shuttle service to the students, along with ensuring sufficient lighting in the vicinity of the University.
- IQAC members discussed and concluded that medical facilities need improvement, although infirmary is well in place but still strengthening of first aid care can be improved.
- IQAC Coordinator and Registrar, IIMR University suggested that information of medical facility viz., availability of doctor, nurse, and ambulance on call, should be displayed on notice board/s for students' awareness, and working hours for nurses should be increased for extended medical assistance.
- Sanitary pad dispensers and improved cleanliness in washrooms was suggested by Student Representative for students' convenience. Also, Dean, IHMR suggested that clear Signage for male and female washrooms should be displayed at appropriate locations.

**Item V: To share and discuss the concept note and suggestive list of value-added courses.**

- IQAC Coordinator shared and discussed the concept note and suggested list of value-added courses with members of IQAC.
- It was also discussed and suggested that first and third Saturday of every month can be allocated for value-added courses.
- Dr. Nupur Srivastava, Controller of Examination proposed including the grading system for value-added courses on certificates.

**Item VI: To review the preparation of NBA Peer Team visit.**

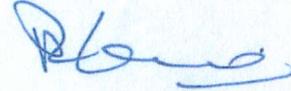
- Dr. Sudhinder Singh Chowhan informed IQAC members about the tentative schedule for the NBA visit. The final date is yet to be confirmed. The NBA committee of the University is currently working on finalizing and organizing the information and documents received from different departments based on specific criteria.
- Dr. (Col.) Mahender Kumar, Dean IHMR & Proctor, expressed appreciation for the IQAC meeting, acknowledging its valuable contribution in addressing various issues and objectives aimed at enhancing the quality of the University.



**Item VII: Any other item with the permission of the Chair.**

- Dr. P.R. Sodani, President, IIHMR University, directed the formation of a subcommittee consisting of the Advisor Marketing, CFAO, Dean IHMR & Proctor, and IQAC Coordinator to compile and publish a comprehensive list of freeships, scholarships, and other schemes provided by government and private organizations on the University website.
- Dr. Shikha Sharma, Students' Representative proposed to install additional cameras outside the hostel and university premises. On behalf of Head-Administration Department, Mr. Rajeev Sharma, Chief Engineer, apprised the members about ongoing process of finalizing the installation of 10 CCTV cameras and determining their locations to cover desired areas.

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



**Dr. P.R. Sodani**  
**Chairperson-IQAC**  
**IIHMR University**

**PRESIDENT**  
THE IIHMR UNIVERSITY  
1, PRABHU DAYAL MARG  
NEAR SANGANER AIRPORT, JAIPUR 302029



**Minutes of 21<sup>st</sup> Meeting of Internal Quality Assurance Cell (IQAC)**

**Date:** March 03, 2023

**Venue:** Hybrid Mode

A handwritten signature in blue ink, appearing to read 'R. G. ...', positioned above the printed name of the President.

**PRESIDENT**  
THE IIHMR UNIVERSITY  
1, PRABHU DAYAL MARG  
NEAR SANGANER AIRPORT, JAIPUR 302029

## Minutes of the Twenty First Meeting of IQAC

**Date** : March 03, 2023  
**Time** : 03:00 PM  
**Venue** : Hybrid Mode

### **Following were present during the meeting:**

1. Dr. P.R Sodani, President, IIHMR University, Jaipur
2. Col. (Dr.) Mahender Kumar, Dean, Institute of Health Management Research
3. Dr. Saurabh Kumar, Dean, School of Pharmaceutical Management
4. Prof. Rahul Ghai, Professor, School of Development Studies
5. Dr. Arindam Das, Dean, Research
6. Dr. Seema Mehta, Professor
7. Mr. Hem K. Bhargava, Registrar
8. Mr. Prasoon Jain, CFAO
9. Mr. Subhabrata Mitra, Head-HR
10. Mr. Ashish Sharma, Head-Administration
11. Dr. Nupur Srivastava, Controller of Examinations
12. Dr. Shikha Sharma, MBA-Hospital and Health Management, Batch 2021-23 (Student Representative)
13. Dr. Tripti Bisawa, (Coordinator and Member Secretary)

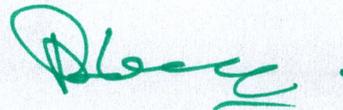
### **The following members were absent during the meeting:**

1. Dr. Vinod Kumar SV, Dean In-Charge, SD Gupta School of Public Health
2. Ms. Neeru Khangarot, Bhoruka Charitable Trust, Jaipur (Local Society Representative)
3. Dr. Mala Airun, Director, Medical Operations, Fortis Escorts Hospital, Jaipur (Industry Representative)
4. Dr. A.K. Agarwal, Former Dean, Academics, International Institute of Health Management Research, New Delhi (Stakeholder Representative)
5. Dr. Vrajesh Shah, Medical Superintendent, Eternal Hospital (EHCC), Jaipur (Employer Representative)
6. Mr. Deepesh Gupta, Head of Office UNFPA Rajasthan, Jaipur (Alumni Representative)

At the outset, the Chairperson welcomed all the members, thereafter, the agenda items were taken up.

### **Item I: To confirm the minutes of the meeting held on December 21, 2022.**

The minutes of the last meeting held on December 21, 2022, were unanimously confirmed by the members.



**Item II: To consider and approve the Action Taken Report of 20<sup>th</sup> meeting held on December 21, 2022.**

Item	Agenda	Decisions	Action Taken
1.	To confirm the minutes of the meeting held on 20 August 2022	The minutes of the meeting of the Internal Quality Assurance Cell held on 20 August 2022 were confirmed by the members.	Confirmed
2.	To consider and approve the Action Taken Report of the 19 <sup>th</sup> meeting held on August 20, 2022	Members, IQAC, took note of actions taken on various decisions and found them satisfactory.	Approved
3.	To share the feedback mechanism and feedback report on curriculum from various stakeholders	IQAC Coordinator presented the feedback report from various stakeholders and communicated the valuable insights to all members. Dr. Shikha Sharma, the Student Representative, recommended that feedback should be collected in the morning of the last day of each module to enhance the feedback response rate.	Members took a note and certain measures to improve the response rate of feedback from students have been initiated.
4.	To share the report of internal Academic and Administrative Audit	<ul style="list-style-type: none"> <li>• IQAC members recommended to incorporate tutorial schedule in the timetable of respective programs. Further, it was also suggested that the record of tutorial classes may be maintained by the Academics Department.</li> <li>• Dean IHMR &amp; Proctor, IIHMR University suggested that value-added courses should be reflected in the academic calendar.</li> </ul>	<ul style="list-style-type: none"> <li>• The Deans of respective schools and Registrar of the University took a note and in accordance with the same, Extra Classes have been proposed in the Academic Calendar which is in process.</li> <li>• A tentative schedule has been proposed for Value Added Courses in the Academic Calendar.</li> </ul>

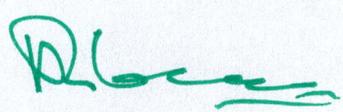
*R. K. S.*

		<ul style="list-style-type: none"> <li>Record of student participation in inter and intra university events should be maintained, as recommended by IQAC members. Mr. Hem K. Bhargava, Registrar, requested IQAC to provide assistance in preparing a format/template for students' event participation. The record of the same may be maintained by the Academics department.</li> <li>Dr. (Col.) Mahender Kumar, Dean IHMR &amp; Proctor, IIHMR University suggested that the Head IT should be invited to attend IQAC meetings to discuss technical aspects related to academics and administration.</li> <li>Internal Academic &amp; Administrative Audit Members observed that a centralized repository for Minutes of Meetings (MoMs) and Action Taken Reports (ATRs) of various academic and administrative bodies and policies should be established in Registrar Office.</li> </ul>	<ul style="list-style-type: none"> <li>Format/template for students' event participation has been prepared and shared with Academics Department by IQAC.</li> <li>IQAC took a note.</li> <li>In process</li> </ul>
--	--	--	--

*[Faint blue ink scribble]*

*[Handwritten signature in green ink]*

		<ul style="list-style-type: none"> <li>• The IQAC Coordinator recommended the establishment and maintenance of a student counselling system at the University level, she also emphasized the importance of providing a night safety shuttle service to the students, along with ensuring sufficient lighting in the vicinity of the University.</li> <li>• IQAC Coordinator and Registrar, IHMR University suggested that information of medical facility viz., availability of doctor, nurse, and ambulance on call, should be displayed on notice board/s for students' awareness, and working hours for nurses should be increased for extended medical assistance.</li> <li>• Sanitary pad dispenser and improved cleanliness in washrooms was suggested by Student Representative for students' convenience. Also, Dean, IHMR suggested that clear Signage for male and</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Action Taken</b> – Innova &amp; Tempo Traveler is available to provide night safety shuttle service to the students.</li> <li>• <b>Action Taken</b></li> <li>• Installation of Sanitary Pad Dispenser is in process.</li> <li>• <b>Action Taken</b> - cleanliness in washrooms is in place and the housekeeping team has been briefed</li> </ul>
--	--	---	--



		female washrooms should be displayed at appropriate locations.	for frequent cleaning of washrooms. • Signages in main Academic building have been placed.
5.	To share and discuss the concept note and suggestive list of value-added courses	IQAC Coordinator presented a concept note and a proposed list of value-added courses, initiating a discussion among the IQAC members. It was suggested that the first and third Saturday of every month could be designated for conducting these courses. In addition, Dr. Nupur Srivastava, Controller of Examination, proposed the inclusion of a grading system for value-added courses on the certificates.	The tentative schedule for Value Added Courses has been incorporated in the Academic Calendar based on the available dates for the same. The finalization of Academic Calendar is in process.
6.	To review the preparation of NBA Peer Team visit	Dr. Sudhinder Singh Chowhan informed IQAC members about the tentative schedule for the NBA visit. The final date is yet to be confirmed.	No action required
7.	Any other item with the permission of the Chair	• Dr. P.R. Sodani, President, IIHMR University, directed the formation of a subcommittee consisting of the Advisor Marketing, CFAO, Dean IHMR & Proctor, and IQAC Coordinator to compile and publish a comprehensive list of freeships, scholarships, and other schemes provided by government and private organizations on the University website.	• <b>Action Taken</b> – Various scholarship schemes of Central/State Government have been uploaded on University's website under the Scholarship tab.

		<ul style="list-style-type: none"> <li>• Dr. Shikha Sharma, Students' Representative proposed to install additional cameras outside the hostel and university premises. On behalf of Head-Administration Department, Mr. Rajeev Sharma, Chief Engineer, apprised the members about ongoing process of finalizing the installation of 10 CCTV cameras and determining their locations to cover desired areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Installation of additional CCTV cameras is in process and the orders for new cameras have been placed which will be installed by July 2023.</li> </ul>
--	--	---	---

Members of IQAC took note of the actions taken on various decisions and found them satisfactory. After detailed deliberations, it was resolved that the report be approved.

**Item III: To discuss the process of preparation of SSR for II Cycle of NAAC Accreditation.**

The members engaged in a comprehensive discussion regarding the process of preparation for the second cycle of NAAC Accreditation. Various strategies and initiatives were deliberated upon, focusing on enhancing the University's overall quality. Dr. Tripti Bisawa, IQAC Coordinator emphasized the importance of a collaborative approach and encouraged all departments and individuals to actively cooperate in the accreditation process.

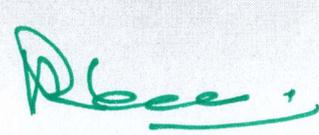
**Item IV: To discuss about conducting orientation workshops/ departmental meetings.**

IQAC Coordinator expressed the intention to conduct the orientation workshops/ departmental meetings to orient the staff members of the University with the requirements of NAAC for preparation of data regarding NAAC Self Study Report (SSR) - Cycle II and foster dialogue and also gather inputs regarding quality enhancement measures.

**Item V: To share the Green Audit and Environment Audit reports.**

Administration Department shared the Green Audit and Environment Audit reports with the members. The findings and recommendations were discussed in detail, highlighting the University's commitment to sustainability and environmental conservation.

**Item VI: To provide update on Annual Quality Assurance Report (AQAR) 2021-22.**

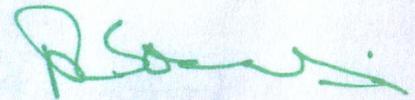



The IQAC Coordinator delivered a comprehensive update on the status of the Annual Quality Assurance Report (AQAR) submission for the academic year 2021-22. The members were apprised of the diligent compilation of pertinent data adhering to the NAAC format, supported by appropriate documentation. The IQAC Coordinator expressed confidence in the timely submission of the report on the NAAC portal, underscoring the commitment to fulfilling the reporting requirements within the designated timeframe.

**Item VII: Any other item with the permission of the Chair.**

No other point was raised for further discussion.

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



**Dr. P.R. Sodani**  
**Chairperson-IQAC**  
**IHMR University**

**PRESIDENT**  
THE IHMR UNIVERSITY  
1, PRABHU DAYAL MARG  
NEAR SANGANER AIRPORT, JAIPUR 302029



## **Minutes of 22<sup>nd</sup> Meeting of Internal Quality Assurance Cell (IQAC)**

**Date:** June 30, 2023

**Venue:** Hybrid Mode

A handwritten signature in blue ink, appearing to read 'P. S. S. S.', positioned above the printed name of the President.

**PRESIDENT**  
THE IIHMR UNIVERSITY  
1, PRABHU DAYAL MARG  
NEAR SANGANER AIRPORT, JAIPUR 302029

## Minutes of the Twenty Second Meeting of IQAC

**Date** : June 30, 2023  
**Time** : 03:00 PM  
**Venue** : Hybrid Mode

### **Following were present during the meeting:**

1. Dr. P.R Sodani, Chairperson of IQAC, President, IIHMR University, Jaipur
2. Dr. Saurabh Kumar, Dean, School of Pharmaceutical Management
3. Dr. Himadri Sinha, Dean, Professor, School of Development Studies
4. Dr. Vinod Kumar SV, Dean In-Charge, SD Gupta School of Public Health
5. Dr. Seema Mehta, Professor
6. Mr. Hem K. Bhargava, Registrar
7. Mr. Prasoon Jain, CFAO/Mr. Ramavtar Sahu
8. Mr. Subhabrata Mitra, Head-HR
9. Dr. Nupur Srivastava, Controller of Examinations
10. Ms. Neeru Khangarot, Bhoruka Charitable Trust, Jaipur (Local Society Representative)
11. Dr. Shikha Sharma, MBA-Hospital and Health Management, Batch 2021-23 (Student Representative)
12. Dr. Tripti Bisawa, (Coordinator and Member Secretary)

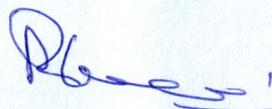
### **Special Invitee**

1. Dr. Sudhinder Singh Chowhan, Associate Professor
2. Ms. Richa Agarwal, Academic Officer

### **The following members were absent during the meeting:**

1. Col. (Dr.) Mahender Kumar, Dean, Institute of Health Management Research
2. Dr. Arindam Das, Dean, Research
3. Mr. Sachin Shrivastava, Assistant General Manager-Administration
4. Dr. Mala Airun, Director, Medical Operations, Fortis Escorts Hospital, Jaipur (Industry Representative)
5. Dr. A.K. Agarwal, Former Dean, Academics, International Institute of Health Management Research, New Delhi (Stakeholder Representative)
6. Dr. Vrajesh Shah, Medical Superintendent, Eternal Hospital (EHCC), Jaipur (Employer Representative)
7. Mr. Deepesh Gupta, Head of Office UNFPA Rajasthan, Jaipur (Alumni Representative)

At the outset the IQAC Coordinator welcomed all the members on behalf of Chairperson, IQAC thereafter, the agenda items were taken up.



**Item I: To confirm the minutes of the meeting held on March 03, 2023.**

The minutes of the last meeting held on March 03, 2023, were unanimously confirmed by the members.

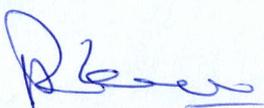
**Item II: To consider and approve the Action Taken Report of 21<sup>st</sup> meeting held on March 03, 2023.**

Item	Agenda	Decisions	Action Taken
1.	To confirm the minutes of the meeting held on 21 December 2022	The minutes of the meeting of the Internal Quality Assurance Cell held on 21 December 2022 were confirmed by the members.	Confirmed
2.	To consider and approve the Action Taken Report of the 20 <sup>th</sup> meeting held on December 21, 2022	Members, IQAC, took note of actions taken on various decisions and found them satisfactory.	Approved
3.	To discuss the process of preparation of SSR for II Cycle of NAAC Accreditation	The members engaged in a comprehensive discussion regarding the process of preparation for the second cycle of NAAC Accreditation. Various strategies and initiatives were deliberated upon, focusing on enhancing the University's overall quality. Dr. Tripti Bisawa, IQAC Coordinator emphasized the importance of a collaborative approach and encouraged all departments and individuals to actively cooperate in the accreditation process.	Members took a note
4.	To discuss about conducting orientation workshops/ departmental meetings.	IQAC Coordinator expressed the intention to conduct the orientation workshops/ departmental meetings to orient the staff members of the University with the requirements of NAAC for preparation of data regarding NAAC Self Study Report (SSR) - Cycle II and foster dialogue and also gather inputs	The process of Orientation workshops/meetings has started and some of such workshops/meetings have already been conducted with HR Department and

*Pleasant*

		regarding quality enhancement measures.	Academics Department.
5.	To share the <u>Green Audit and Environment Audit</u> reports	Administration Department shared the Green Audit and Environment Audit reports with the members. The findings and recommendations were discussed in detail, highlighting the University's commitment to sustainability and environmental conservation.	Action is in process. Administration Department has been advised to take necessary remedial actions against suggestions and recommendations outlined in the Green Audit and Environment Audit report and share the Action Taken Report (ATR) with the IQAC.
6.	To provide update on Annual Quality Assurance Report (AQAR) 2021-22.	The IQAC Coordinator delivered a comprehensive update on the status of the Annual Quality Assurance Report (AQAR) submission for the academic year 2021-22. The members were apprised of the diligent compilation of pertinent data adhering to the NAAC format, supported by appropriate documentation. The IQAC Coordinator expressed confidence in the timely submission of the report on the NAAC portal, underscoring the commitment to fulfilling the reporting requirements within the designated timeframe.	Members took a note

Members of IQAC took note of the actions taken on various decisions and found them satisfactory. After detailed deliberations, it was resolved that the Action Taken Report (ATR) be approved.



**Item III: To review preparation of NBA Peer Team visit.**

Dr. Sudhinder Singh Chowhan addressed the members of the Internal Quality Assurance Cell (IQAC) and delivered a presentation on the National Board of Accreditation (NBA) peer team visit preparation. He informed the IQAC members about NBA peer team visit tentatively scheduled in the month of September 2023. During his presentation, he discussed each criterion of the NBA SAR and highlighted the areas where the NBA Coordinator & team has received inputs and data from various departments, as well as the areas where further improvements are needed in the preparation for the NBA peer team visit.

**Item IV: To share and discuss the process of preparation for II Cycle of NAAC Accreditation.**

Dr. Tripti Bisawa, Coordinator of the Internal Quality Assurance Cell (IQAC), provided a comprehensive explanation of the Assessment and Accreditation process, IQA submission process, SSR submission process, and Data Validation and Verification (DVV) process. She informed the members that 65% of the metrics used in the assessment are quantitative, requiring numerical data supported by relevant documents, while the remaining 35% are qualitative metrics, necessitating descriptive write-ups with supporting documentation. These qualitative metrics are evaluated by a peer team during the visit.

The Registrar, IIHMR University, proposed that suggestions for value-added courses should be collected from all faculty members and discussed with the Deans of the schools for their implementation. Dr. Tripti Bisawa further emphasized that value-added courses are non-credit courses and online courses will not be considered as value-added courses.

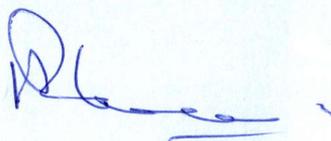
Dr. Vinod Kumar SV, the Dean In-charge of the SD Gupta School of Public Health, expressed the need for a feasible system to track the records of students attending workshops, seminars, curricular, or co-curricular events. Dr. Tripti Bisawa informed the members that a template for this purpose has already been shared with the Academics Department to capture the details of students participating in such events. The attendance of students will be marked only when they submit evidence such as certificates or relevant documents. She also emphasized the importance of encouraging student participation in these activities.

Mr. Hem K. Bhargava, the Registrar, suggested that the template prepared by the IQAC for recording student participation in workshops, seminars, curricular, or co-curricular events should be shared with all the Deans of the University.

**Item V: To share Students' Satisfaction Survey Report 2022-23.**

Dr. Tripti Bisawa, Coordinator IQAC, presented the Students' Satisfaction Survey Report for the academic year 2022-23 and provided an overview of its insights to the members. She stated that the overall response was positive, with more than 70% of students expressing contentment with the University's operations and activities. Mr. Hem K. Bhargava, Registrar, IIHMR University, highlighted the need to enhance the mentoring process to foster the development of professional skills among students, making them competent professionals.

Dr. Tripti Bisawa noted that 80.41% of students reported that the course evaluation process is fair, but she emphasized the importance of further improvement to achieve a satisfaction rate of 100%. She also



recommended enhancing students' perception of the value of investment in the programs offered by IIHMR University.

Mr. Hem K. Bhargava proposed conducting the Students' Satisfaction Survey for first-year students as well. This would provide insights into their initial perception of IIHMR University and its operations, with the same questionnaire being administered in their second year to assess any changes in their opinions. This approach would help the University gain a fair understanding of each student's mindset and make informed decisions to improve the University's activities and operations. Mr. Bhargava emphasized that students should also recognize that their opinions and feedback have an impact on future students, making their inputs valuable for the University.

Dr. Tripti Bisawa highlighted NAAC's metric no. 3.4.7, which focuses on "E-content developed by teachers." She emphasized the need to increase the number of MOOC courses created by IIHMR University faculty members to improve performance in this metric. Additionally, she suggested encouraging faculty members to develop E-content on the Institutional Learning Management System (LMS) and other government initiatives.

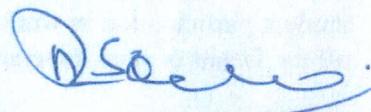
IQAC Coordinator also discussed the analysis of the NIRF 2023 ranking. She emphasized that publications should be affiliated with IIHMR University Jaipur, in the discipline of Management, and be listed in the UGC CARE list.

Dr. Shikha Sharma, a student representative, raised a concern on behalf of the students. Students requested more information regarding placements, such as which companies offered the best packages and which streams had the highest placement rates. This information would enable students to better prepare themselves.

**Item VI: Any other item with the permission of the Chair.**

No other point was raised for further discussion.

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



**Dr. P.R. Sodani**  
**Chairperson-IQAC**  
**IIHMR University**

**PRESIDENT**  
THE IIHMR UNIVERSITY  
1, PRABHU DAYAL MARG  
NEAR SANGANER AIRPORT, JAIPUR 302029

