

## THE IIS UNIVERSITY, JAIPUR

### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is scheduled to be held on **Saturday, 27 September 2014, at 2:30 pm** in the Meeting Room, IISU Campus, Mansarovar, Jaipur. You are cordially invited to attend the same. The Agenda of the meeting is attached.

Kindly make it convenient to attend the same.

**Dr. Raakhi Gupta**  
**Registrar**

### AGENDA

ITEM	Agenda
I	To consider and approve the minutes of the last meeting held on 18 June, 2014
II	To consider and approve the Action taken report of the last meeting held on 18 June, 2014
III	To report regarding orientation Program for Newly admitted M.Phil./Ph.D. students
IV	To share the reports of various activities organized by departments and other committees in the month of July to September, 2014
V	To share the highlights from the report submitted by Placement cell with regard to its activities conducted in the months of August and September, 2014
VI	To inform the members about the initiation of AQAR report preparation, to be submitted to NAAC at the end of session 2014-15
VII	To discuss regarding and invite suggestions on 'Annual Report' of the institute
VIII	To consider & approve the IQAC Calendar for the session 2014-15
IX	Any other item with the permission of the Chair

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)  
held on Saturday, 27 September 2014, at 2:30 pm in the Meeting  
Room, IISU Campus, Mansarovar, Jaipur.**

The following members attended the meeting:

<b>Name</b>	<b>Designation</b>
Dr. Ashok Gupta Vice Chancellor, IISU	Chairperson
Prof. Raakhi Gupta Registrar, IISU	Member
Prof. K.S. Sharma Advisor, IISU	Member
Dr. Subhash Garg Dean & Director, CRIT, IISU	Member
Prof. M.K. Sharma Dean, Faculty of Commerce & Management, IISU	Member
Prof. Pradeep Bhatnagar Dean, Faculty of Science, IISU	Member
Prof. N.K. Jain Dean, Faculty of Arts & Social Sciences, IISU	Member
C.A. Rajeev Sogani	External Member
I.A.S. Mahendra Surana	External Member
Prof. Roopa Mathur	Member
Prof. Nisha Yadav	Member
Ms. Shveta Parnami	Member
Dr. Seema Singh Rathore	Member
Dr. Varsha Goyal	Member
Dr. Ankita Jain	Member
Dr. Anuja Joshi	Member
Dr. Monty Kanodia	Member
Dr. Neha Sharma	Member
Ms. Shiromi Chaturvedi	Student- Member
Ms. Shivi Saxena	Special Invitee
Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

<b>Name</b>	<b>Designation</b>
Prof. Sardar Singh	External Member- (Academic)
Ms. Laxmi Tatiwala	External Member- (Alumna)
Sh. Sita Ram Gupta Executive Director, Lupin Human Welfare & Research Foundation (LHWRF)	External Member
Sh. Rahul Kumar I.F.S.	External Member
Dr. Roopam Kothari	Member

ITEM	AGENDA	RECOMMENDATIONS
I	To consider and approve the minutes of the last meeting held on 18 June, 2014	The minutes of the last meeting dated 18 June, 2014 were unanimously confirmed.
II	To consider and approve the Action taken report of the last meeting on 18 June, 2014	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. <b>(Annexure-I)</b>
III	To report regarding orientation Program for Newly admitted M.Phil./Ph.D. students	<p>On the recommendation of IQAC, Research Promotion committee organised Orientation programme for M.Phil and Ph.D students on 29 August, 2014 at IISU Campus.</p> <p>The students were acquainted with the systems and operations of the institute, scope of research, rules, regulations and ethics associated in research, course work and credit system, Assessment and Evaluation pattern and facilities like Central Library, Research laboratories, online facilities and software available at IISU for research by different speakers from the University.</p> <p>Members appreciated and suggested that the Orientation programme for M.Phil and Ph.D. students should be organized annually.</p>
IV	To share the reports of various activities organized by departments and other committees in the month of July to September, 2014	<p>For the purpose of documentation, in its notice dated 23 September 2014, IQAC had requested all the Department/activity coordinators to submit a report of the activities organised by them.</p> <p>The reports submitted by all the Departments/ coordinators were tabled for perusal and seeking suggestions from the members. The members were satisfied with the activities done by the departments/ coordinators. Some suggestions were also made in some cases for better outcome. The</p>

		suggestions made by members were recorded and it was resolved that after incorporation of the suggestions at appropriate places, the reports be published in the IQAC News letter.
V	To share the highlights of the report submitted by Placement cell with regard to its activities conducted during the months August and September, 2014	<p>Placement cell had submitted a report and a calendar of the various activities to IQAC. The highlights of which were shared by Ms. Shivi Saxena, Placement officer with the members:</p> <ol style="list-style-type: none"> <li>1. A seminar was conducted on "Career in Management" on July 31, 2014 at the IISU Campus. The speaker of the seminar was Mr. Rahul Gupta, M.D. TIME Institute Rajasthan who addressed a gathering of around 150 students.</li> <li>2. The orientation for the Campus Connect Programme was held on 1 August 2014 in which Mr. Anurag Badkar (AVP Learning &amp; Development), Ms. Neha Jain (HR Member), Mr. Rajat (VP Operations) from Deutsche Bank addressed the students. They informed that after successfully completing a 100 hours classroom training on Global Investment Banking, the students will be offered internships at the Deutsche Bank campus. The selection drive was then organized on 22 August 2014 in which 110 students participated. There were two rounds, first was the written test round followed by the technical &amp; HR interview. Total 73 students were selected for the campus connect programme.</li> <li>3. A Campus Recruitment program was conducted by TCS for the UG final year students on August 25 2014. After clearing several rounds, 40 students were offered</li> </ol>



		<p>jobs for BPO and KPO, at Gandhinagar / Baroda location.</p> <p>4. A Campus Placement Seminar was organized by Teach for India, at The IIS University campus on 12 August 2014. Ms Nandini Sethi, Recruitment Manager and Mr. Raman, Recruitment Head from TEACH FOR INDIA visited the campus to enlighten the students about its various schemes and fellowship programs. The programme was attended by over 50 students from the final year Human Development, Psychology and other undergraduate courses. The members made a note of it and suggested to further enhance the campus placement drive. They suggested to organize interactive sessions with students in small groups, it should be a one to one interaction, if possible. They suggested if need be, some communication skill sessions should be organized for those who wish to participate in placement drives.</p>
VI	To inform the members about the initiation of AQAR report preparation, to be submitted to NAAC at the end of session 2014-15	Members were informed that a committee has been constituted to prepare AQAR of the current session (2014-15) in the format provided by NAAC. The process of compilation has started and it is expected to be completed in the stipulated time period.
VII	To discuss regarding and invite suggestions on 'Annual Report' of 2014-15 of the institute	<p>The framework prepared for the Annual report was tabled for discussion and inviting suggestions from the members. The following suggestions were made by the members:</p> <ul style="list-style-type: none"> <li>• A logo of IQAC should be designed and used on its documents.</li> <li>• Table of contents should be well defined.</li> <li>• Information should be given in the</li> </ul>

		<p>form of a paragraph rather than tabular form. Relevant photographs for different activities should be incorporated at appropriate places.</p> <p>The suggestions were noted for incorporation in the annual report.</p>
VIII	To consider & approve the IQAC Calendar for the session 2014-15	The annual calendar of activities prepared by the IQAC was considered and was given a unanimous approval by the members. Members also suggested to include few one-day workshops in which experts can be invited and criteria wise topics can be touched upon.
IX	Any other item with the permission of the Chair	-

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

**Dr. Priyanka Mathur**  
IQAC –Coordinator

**Dr. Ashok Gupta**  
Vice Chancellor

## Annexure I

### Action taken report of IQAC meeting held on 18 June 2014

ITEM	RECOMMENDATIONS	ACTION TAKEN
I	The minutes of the last meeting were unanimously confirmed.	No Action required
II	Action taken report of last meeting was approved.	No Action required
III	Members appreciated the activity regarding Campaign on e-waste management by CII YI Student Net, on the occasion of World Environment Day on 5 June 2014	Reporting Item
IV	Draft of AQAR (2013-14) was approved.	AQAR was finalized and uploaded on the university website.
V	Annual Calendar of IQAC was approved	Suggestions were incorporated and activities as per calendar were done during the session 2013-14.
VI	Any other item with the permission of the Chair	-



## THE IIS UNIVERSITY, JAIPUR

### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is scheduled to be held on **Thursday, 15 January 2015, at 3:00 pm** in the Meeting Room, IISU Campus, Mansarovar, Jaipur. You are cordially invited to attend the same. The Agenda of the meeting is attached. Kindly make it convenient to attend the same.

  
**Dr. Raakhi Gupta**  
**Registrar**

### AGENDA

ITEM	AGENDA
I	To consider and approve the minutes of the last meeting held on 27 September, 2014
II	To consider and approve the Action taken report of the last meeting held on 27 September, 2014
III	To inform about the efforts put in by various departments to organize co-curricular activities in last quarter of the year 2014
IV	To inform members about IQAC Newsletter and invite suggestions, if any
V	To share about the proposal being prepared by IQAC for getting grant from the DST under scheme CURIE-2014 (Consolidation of University Research for Innovation and Excellence in Women Universities)
VI	To inform the members about the Workshop being planned by IQAC in the academic session 2014-15
VII	Any other item with the permission of the Chair





**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)  
held on Thursday, 15 January 2015, at 3:00 pm in the Meeting Room,  
IISU Campus, Mansarovar, Jaipur.**

The following members attended the meeting:

<b>Name</b>	<b>Designation</b>
Dr. Ashok Gupta Vice Chancellor, IISU	Chairperson
Prof. Raakhi Gupta Registrar, IISU	Member
Prof. K.S. Sharma Advisor, IISU	Member
Dr. Subhash Garg Dean & Director, CRIT, IISU	Member
Prof. M.K. Sharma Dean, Faculty of Commerce & Management, IISU	Member
Prof. Pradeep Bhatnagar Dean, Faculty of Science, IISU	Member
Prof. N.K. Jain Dean, Faculty of Arts & Social Sciences, IISU	Member
C.A. Rajeev Sogani	External Member
I.A.S. Mahendra Surana	External Member
Prof. Roopa Mathur	Member
Prof. Nisha Yadav	Member
Dr. Roopam Kothari	Member
Dr. Seema Singh Rathore	Member
Dr. Varsha Goyal	Member
Dr. Ankita Jain	Member
Dr. Monty Kanodia	Member
Ms. Shveta Parnami	Member
Dr. Anuja Joshi	Member
Dr. Neha Sharma	Member
Ms. Shiromi Chaturvedi	Student- Member
Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

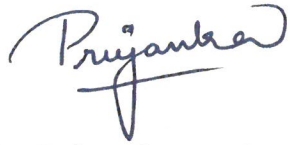
<b>Name</b>	<b>Designation</b>
Prof. Sardar Singh	External Member- (Academic)
Ms. Laxmi Tatiwala	External Member- (Alumna)
Sh. Sita Ram Gupta Executive Director, Lupin Human Welfare & Research Foundation (LHWRF)	External Member
Sh. Rahul Kumar I.F.S.	External Member

ITEM	AGENDA	RECOMMENDATIONS
I	To consider and approve the minutes of the last meeting held on 27 September, 2014	The minutes of last meeting dated 27 September, 2014 were unanimously confirmed.
II	To consider and approve the Action taken report of the last meeting on 27 September, 2014	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. <b>(Annexure- I)</b>
III	To inform about the efforts put in by various departments to organize co-curricular activities in last quarter of the year 2014	<p>Reports were submitted by different departments to IQAC in a prescribed format designed by IQAC. The reports submitted by all coordinators were tabled for kind consideration of the committee.</p> <p>Members suggested that Heads / Coordinators can also be invited in the meeting for giving a brief power point presentation on the activities conducted by them. They also suggested that photographs of the activities must be included in the reports.</p>
IV	To inform members about IQAC Newsletter and invite suggestions, if any	Members were informed that IQAC has come up with IQAC Newsletter Issue 1(2014-15). All the reports and other updates are included in the newsletter. Members suggested to include the list of ongoing faculty and student research projects to promote more students to take up research projects sponsored by the university and other funding agencies. Also, to help students to identify areas of research of their interest, a list of research thrust areas of different departments should be included.

V	To share about the proposal being prepared by IQAC for getting grant from the DST under scheme CURIE-2014 (Consolidation of University Research for Innovation and Excellence in Women Universities)	Members were informed that the Department of Science and Technology (DST) has taken special initiative 'CURIE' to support women universities for improving R&D infrastructure and enhance research facilities with the aim to provide research opportunities to NET/GATE qualified students. The IIS University has applied under this scheme to enhance research facilities. A committee constituted by IQAC for filling details for the aforementioned purpose had completed the task in the stipulated time period and the duly filled proforma was submitted to the DST after getting approval from honorable Vice Chancellor. The members appreciated efforts made by the faculty in this regard.
VI	To inform the members about the Workshop being planned by IQAC in the academic session 2014-15	The members were apprised by the IQAC coordinator that Internal Quality Assurance Cell (IQAC) and Centre for Research, Innovation and Training (CRIT) of the University are jointly organizing a National Workshop on "Research Plan & Process" to be held on 14-15 February 2015. The conference brochure and registration form are being emailed to various organisations far and wide. Good number of participants are expected to attend the workshop. The brochure and registration form have also been uploaded on University website. The members took a note of the same.
VII	Any other item with the permission of the Chair.	Members suggested to stream line the system of documentation and collection of reports in the format desired by IQAC. A format should be designed and training sessions in small groups should be organized which will help the HODs/coordinators to give requisite

		information in standard format and style. It will be easy to analyze data received in a given format and decision taken by IQAC.
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The meeting ended with a vote of thanks to the chair.



**Dr. Priyanka Mathur**  
**IQAC –Coordinator**



**Dr. Ashok Gupta**  
**Vice Chancellor**

## Annexure-I

### Action taken report of IQAC meeting held on 27 September 2014

ITEM	RECOMMENDATIONS	ACTION TAKEN
I	The minutes were unanimously confirmed.	No Action required
II	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
III	Members appreciated and suggested that the Orientation programme for M.Phil and Ph.D. students should be organized annually.	Action taken
IV	The suggestions were recorded and will be incorporated in the IQAC News letter.	Suggestions incorporated and reports published in IQAC newsletter.
V	The members made a note of the activities of Placement Cell and suggested to further enhance the campus placement drive. They suggested to organize interactive sessions with students in small groups, it should be a one to one interaction, if possible. They suggested if need be, some communication skill sessions should be organized for those who wish to participate in placement drives.	Action taken by Placement Cell
VI	Members noted the constitution of the committee for preparation of AQAR (2014-15).	Reporting item
VII	Suggestion on Annual Report of 2014-15: <ul style="list-style-type: none"><li>• A logo of IQAC should be designed and used on its documents.</li><li>• Table of contents should be well defined.</li><li>• Information should be given in the form of a paragraph rather than tabular form.</li></ul> The suggestions were noted for incorporation in the annual report.	Suggestions have been incorporated.
VIII	Members suggested to include few one- day workshops in which experts can be invited and criteria wise topics can be touched upon.	Action Taken IQAC and CRIT are jointly organizing a National

		Workshop on "Research Plan & Process" to be held on 14-15 February 2015.
IX	Any other item with the permission of the Chair	-

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### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is scheduled to be held on **Tuesday, 23 June 2015 at 3:00 pm** in the Meeting Room, IISU Campus, Mansarovar, Jaipur. You are cordially invited to attend the same. The Agenda of the meeting is attached. Kindly make it convenient to attend the same.



**Dr. Raakhi Gupta**  
Registrar

### AGENDA

ITEM	AGENDA
I	To consider and approve the minutes of the last meeting held on 15 January, 2015
II	To consider and approve the Action taken report of the last meeting held on 15 January, 2015
III	To share and discuss the curricular and alumnae feedback reports
IV	To report regarding organizing an event for designing logo for IQAC
V	To inform about Accolades Galore: A book of achievements
VI	To share about the proposal being prepared by department of fashion and textiles for getting grant from the DST under scheme KAUSHAL (Consolidation of University Research for Innovation and Excellence in Women Universities)
VII	Any other item with the permission of the Chair



The following members attended the meeting:

<b>Name</b>	<b>Designation</b>
Dr. Ashok Gupta Vice Chancellor, IISU	Chairperson
Prof. Raakhi Gupta Registrar, IISU	Member
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Prof. N.K. Jain Dean, Faculty of Arts & Social Sciences, IISU	Member
C.A. Rajeev Sogani	External Member
I.A.S. Mahendra Surana	External Member
Prof. Roopa Mathur	Member
Prof. Nisha Yadav	Member
Dr. Monty Kanodia	Member
Dr. Roopam Kothari	Member
Dr. Varsha Goyal	Member
Dr. Ankita Jain	Member
Dr. Neha Sharma	Member
Ms. Shiromi Chaturvedi	Student- Member
Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

<b>Name</b>	<b>Designation</b>
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Ms. Laxmi Tatiwala	External Member- (Alumna)
Sh. Rahul Kumar I.F.S.	External Member
Sh. Sita Ram Gupta Executive Director, Lupin Human Welfare & Research Foundation (LHWRF)	External Member
Dr. Seema Singh Rathore	Member
Dr. Anuja Joshi	Member
Ms. Shveta Parnami	Member

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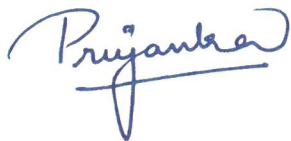


ITEM	AGENDA	RECOMMENDATIONS
I	To consider and approve the minutes of the last meeting held on 15 January, 2015	The minutes of meeting dated 15 January, 2015 were unanimously confirmed.
II	To consider and approve the Action taken report of the last meeting held on 15 January, 2015	Members took note of the action taken on various decisions of the Cell and found them satisfactory. After detailed deliberations, it was resolved that the report be approved. <b>(Annexure-I)</b>
III	To share and discuss the curricular and alumnae feedback reports	The curricular feedback obtained from students and alumnae feedback reports were shared with the members. The members noted and unanimously approved the same. It was suggested that the feedbacks may be shared with the Dean, Academics to further take it up with the respective Heads of Departments for their information and necessary action.
IV	To report regarding organizing an event for designing logo for IQAC	<p>In the meeting held on 27 September 2014, members had suggested to design a logo for IQAC; it was therefore thought to organize a logo making competition by IQAC.</p> <p>Fine arts department was requested to organize this event. More than 100 creative minds from all the streams participated in it after being briefed 'About IQAC', by the IQAC coordinator. The most suited logos were short listed and finally one design was approved by the honorable chairman of the cell. For all official use IQAC has adopted this symbol.</p> <p>Members were further informed that appreciation certificates were distributed to the top five winners of the event.</p> <p>Members took a note of the same and appreciated the efforts of IQAC in getting several options for design of logo by arranging a competition. They also concord the decision of vice chancellor in approving the logo.</p>

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V	To inform about Accolades Galore: A book of achievements	IQAC took the initiative of publication of 'Accolades Galore' which contains the information pertaining to awards and achievements won by students and staff during the year. It is a yearly publication which is also uploaded on website. Members were also informed that compilation of information of previous years has also been done by IQAC and been uploaded on the institute's website. Members took a note of the same and appreciated efforts made by IQAC in this regard.
VI	To share about the proposal being prepared by department of fashion and textiles for getting grant from the DST under scheme KAUSHAL (Consolidation of University Research for Innovation and Excellence in Women Universities)	Fashion and Textiles department and the committee constituted by IQAC worked for the preparation of a proposal for getting grant from the DST under scheme KAUSHAL (Consolidation of University Research for Innovation and Excellence in Women Universities). The duly filled in proposal has been submitted to DST for its approval. The members took a note of the same and appreciated efforts made by IQAC in this regard.
VII	Any other item with the permission of the Chair.	Highlights of the workshop on 'Research Plan and Process' organised in the month of February were shared. The coordinator thanked all the members for giving valuable inputs in the last meeting for 'IQAC Newsletter' which was released in the annual function.

Meeting ended with the vote of thanks to the chair.



**Dr. Priyanka Mathur**  
IQAC –Coordinator



**Dr. Ashok Gupta**  
Vice Chancellor



**Annexure-I****Action taken report of IQAC meeting held on 15 January, 2015**

<b>ITEM</b>	<b>RECOMMENDATIONS</b>	<b>ACTION TAKEN</b>
I	The minutes were unanimously confirmed.	No action required
II	Members took note of the action taken report and found them satisfactory and approved.	No action required
III	Members suggested that Heads / Coordinators can also be invited in the meeting for giving a brief power point presentation on the co-curricular activities conducted. They also suggested that photographs of the activities must be included in the reports.	Suggestions for inviting HODs/Coordinators noted; other suggestions incorporated
IV	Members suggested to include the list of ongoing faculty and student research projects to promote more students to take up research projects sponsored by the university and other funding agencies. Also, to help students identify areas of research of their interest, a list of research thrust areas of different departments should be included.	Suggestions were incorporated
V	Reporting of submission of proposal to DST under the scheme 'CURIE'.	No action required
VI	Reporting of organization of National Workshop on "Research Plan & Process"	The workshop was organized on 14-15 February 2015 and 52 participants attended the workshop.
VII	Members suggested to stream line the system of documentation and collection of reports in the format desired by IQAC. A format should be designed and training sessions in small groups should be organized which will help the coordinators to give requisite information in standard format and style.	Format was designed.