THE IIS UNIVERSITY, JAIPUR

NOTICE

A meeting of the **Internal Quality Assurance Cell** of this Universityis scheduled to be held on **Friday, 4 September 2015, at 12:15 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 23 June, 2015
II	To consider and approve the Action taken report of the last meeting held on 23 June, 2015
III	To invite suggestions from members of the special committee constituted for the purpose of UGC- NIRF
IV	Any other item with the permission of the Chair

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on Saturday, 4 September 2015, at 12:15 pm in the Meeting Room, IISU Campus, Mansarovar, Jaipur.
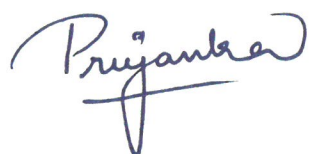
The following members attended the meeting:

Name	Designation
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
Mahendra Surana I.A.S.	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
Dr. Roopam Kothari	Member
Ms. Shiromi Chaturvedi	Student- Member
Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

Name	Designation
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 23 June, 2015	The minutes of the last meeting 23 June, 2015 were unanimously confirmed.
II	To consider and approve the Action taken report of the last meeting held on 23 June, 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. **(Annexure-I)**
III	To invite suggestions from members of the special committee constituted for the purpose of UGC- NIRF	A special committee was constituted by honorable Vice Chancellor of the University to brainstorm and make recommendations on the theme "Ranking of Institutions and Accreditation" in compliance of the NAAC letter dated 26 August 2015. To seek expert advice from the members of aforementioned committee, a meeting was called as on 31 August 2015. The members suggested that extensive attention should be paid on student progression data and research related data. The recommendations of the special committee were placed before the IQAC, which in turn provided its approval to the same. Members also suggested to make efforts for betterment in perception by sending a note on the systems in the University to important academics for their knowledge. The Nodal officer noted all the recommendations/suggestions, for taking further necessary action.
IV	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

Action taken report of IQAC meeting held on 23 June 2015

ITEM	RECOMMENDATIONS	ACTION TAKEN
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 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.	IQAC has adopted this symbol for all official purposes.
IV	Members were informed about Accolades Galore: A book of achievements. Members took a note of the same and appreciated efforts made by IQAC in this regard.	No action required
V	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.	No further action required
VI	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.	No action required

THE IIS UNIVERSITY, JAIPUR

NOTICE

A meeting of the **Internal Quality Assurance Cell** of this Universityis scheduled to be held on **Friday, 24 September 2015, 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 4 September, 2015
II	To consider and approve the Action taken report of the last meeting held on 4 September, 2015
III	To share the analysis of feedback obtained from the final year students of April 2015 batch
IV	To apprise the members with the activities organized under the aegis of Internal Quality Assurance Cell in the last six months
V	To consider the proposal of academic audit in the institution for the session 2015-16
VI	Any other item with the permission of Chair

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on Friday, 24 September 2015, at 2:30 pm in the Meeting Room, IISU Campus, Mansarovar, Jaipur.

The following members attended the meeting:

Name	Designation
Dr. Ashok Gupta Vice Chancellor, IISU	Chairperson
Prof. Raakhi Gupta Registrar	Member
Prof. K.S. Sharma Advisor, IISU	Member
Prof. Nisha Yadav Controller of Examination IISU	Member
Prof. Roopa Mathur Dean- Academics, IISU	Member
Prof. Pradeep Bhatnagar Dean, Faculty of Science, IISU	Member
Prof. M.K. Sharma Dean, Faculty of Commerce & Management, IISU	Member
Prof. N.K. Jain Dean, Faculty of Arts & Social Sciences, IISU	Member
Dr. Subhash Garg Dean & Director, CRIT, IISU	Member
C.A. Rajeev Sogani	Member
Ms. Laxmi Tatiwala	External Member
Dr. Seema Singh Rathore	Member
Dr. Varsha Goyal	Member
Dr. Ankita Jain (Gangwal)	Member
Dr. Roopam Kothari	Member
Dr. Anuja Joshi	Member
Ms. Shveta Parnami	Member
Dr. Monty Kanodia	Member
Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

Name	Designation
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
Mahendra Surana I.A.S.	External Member
Sh. Rahul Kumar I.F.S.	External Member
Dr. Neha Sharma	Member

Ms. Shiromi Chaturvedi		Student- Member
ITEM	**AGENDA**	**RECOMMENDATIONS**
I	To consider and approve the minutes of the last meeting held on 4 September, 2015	The minutesof the last meeting dated 4 September, 2015 were unanimously confirmed.
II	To consider and approve the Action taken report of the last meeting held on 4 September, 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. **(Annexure-I)**
III	To share the analysis of feedback obtained from the finalyear students of April 2015 batch	Members were informed that every year, Feedback Monitoring Committee takes the feedback about performance of faculty members from the final year students of Undergraduate and Postgraduate programmes, based on the questionnaire provided to them and the analysis report is generated for any action to be taken by the Management. The members suggested to reframe the questions in a simple language that can be easily understood by the students. The faculty-wise report generated was also analyzed and it was felt that besides this, it should also be produced in the form that can give an overview of the feedback.
IV	To apprise the members with the activities organized under the aegis of Internal Quality Assurance Cell in the last six months	Members were apprised that the following activities were organized under the aegis of IQAC: 1. A two day 'National Workshop on Research Plan & Process was jointly organized by IQAC and CRIT on 14-15 February, 2015 at the IIS University. 2. A two Day 'Faculty Development Programme on Choice Based Credit System (CBCS)' on 6-7 July, 2015 for the faculty members of the university. The objective of this programme was to initiate discussion and brain-storming on the courses based on 'Choice Based Credit System' (CBCS), so that the same can be

		implemented in the university from the Academic Session 2016-17. 3. Orientation Programmes for Undergraduate, Postgraduate and Ph.D students admitted in the current session in the month of July, 2015 to apprise the students with the systems and operations of the Institute. 4. A four day Workshop on" Teaching Methodology" jointly organized by IQAC and CRIT on 5-8 August, 2015 for faculty members of the University.
V	To consider the proposal of academic audit in the institution for the session 2015-16	It was proposed by the IQAC Coordinator that Academic audit of the departments should be conducted to evaluate their education quality and emphasize on self reflection and self improvement in the department. It was proposed to conduct audit in three phases. PhaseI: In the month of September/October (when admissions and subject change process is over and 50% syllabus of a semester is complete) Phase II: In the month of January (when odd-semester is over and result of the odd semester exam. are declared) Phase III: In the month of April/May (At the end of academic session) The proposal of IQAC Coordinator for conducting the academic audit was appreciated. However, members suggested that the audit should be conducted either once or twice a year and a proper planning and brainstorming is required before its execution. The following Composition of Academic Audit Committee was proposed which was unanimously approved by the members: • Chairperson • Two senior faculty members from the institution • One/two external experts

VII	Any other item with the permission of Chair	Members were informed that IQAC has devised a proforma to receive departmental information on continuous basis. The members provided their approval for the same.

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

Dr. Priyanka Mathur
IQAC –Coordinator

Dr. Ashok Gupta
Vice Chancellor

Action taken report of IQAC meeting held on 4 September 2015

ITEM	RECOMMENDATIONS	ACTION TAKEN
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	A special committee was constituted by honorable Vice Chancellor of the University to brainstorm and make recommendations on the theme "Ranking of Institutions and Accreditation". Members suggested that extensive attention should be paid on student progression data and research related data in NIRF. The recommendations/suggestionswere noted.	The suggestions were incorporated.
IV	Any other item with the permission of the Chair	-

THE IIS UNIVERSITY, JAIPUR

NOTICE

A meeting of the **Internal Quality Assurance Cell** of this Universityis scheduled to be held on **Tuesday, 8 June 2016, 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 24 September, 2015
II	To consider and approve the Action taken report of the last meetingheld on 24 September, 2015
III	To apprise the members about the information provided to: • State Government for Ranking of Higher Education Institutions in Rajasthan • Government of India for Ranking of Indian Universities under National Institutional Ranking Framework (NIRF). • Association of Indian Universities (AIU) for inclusion of information of the IIS University in the new edition of the 'AIU Universities Handbook' • Department of Science & Technology (DST) Govt. of India for conducting National Survey on the resources devoted to Research and Development (R&D) activities in the country • Department of Scientific and Industrial Research (DSIR) Govt. of India
IV	To inform the members regarding report on analysis of the faculty paper publications as per the standard database, viz., SCOPUS, Web of Science, Indian Citation Index and Google Scholar
V	To share the reports of various committees with the members and invite suggestions: • Feedback Monitoring Committee • Equal Opportunity Cell • Research Promotion Committee • Annual Report (2015-16) • Alumnae Association Committee • Chronicler Committee • Remedial Classes • Students' Welfare Committee

VI	To inform the members about AQAR report to be submitted to NAAC in July, 2016.
VII	To inform the members about the preparation of a proposal under FIST scheme of Department of Science & Technology (DST) Govt. of India by the Department of Environmental & Life Sciences.
VIII	To inform the members regarding initiation of Academic Audit process through self appraisal of faculty, evaluative report of the departments, feedback from students and academic progress monitoring of students.
IX	To consider & approve the IQAC Calendar for the session 2016-17 .
X	Any other item with the permission of the Chair.

Minutes of the meeting of Internal Quality Assurance Cell (IQAC) held on Tuesday, 8 June 2016, at 2:30 pm in the Meeting Room, IISU Campus, Mansarovar, Jaipur.

The following members attended the meeting:

Name	Designation
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
Rahul Kumar I.F.S.	External Member
Prof. Roopa Mathur	Member
Dr. Seema Singh Rathore	Member
Dr. Varsha Goyal	Member
Dr. Ankita Jain	Member
Dr. Anuja Joshi	Member
Dr. Monty Kanodia	Member
Dr. Ruchi Nanda	Special Invitee
Dr. Lakshmi Agarwal	Special Invitee
Dr. Lata Shahani	Special Invitee
Dr. Mahesh Singh	Special Invitee
Dr. Payal Mehtani	Special Invitee
Dr. Aditi R. Khandelwal	Special Invitee
Ms. Neha Tiwari	Special Invitee
Dr. Nidhi Bhargava	Special Invitee
Ms. Deepshikha Bhatia	Special Invitee
Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

Name of Experts	Designation
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

Mahendra Surana I.A.S.	External Member
Prof. Nisha Yadav	Member
Dr. Roopam Kothari	Member
Ms. Shveta Parnami	Member
Dr. Neha Sharma	Member
Ms. Shiromi Chaturvedi	Student- Member
Prof. Monika Munjal	Special Invitee
Prof. Radha Kashyap	Special Invitee
Dr. Shweta Kastiya	Special Invitee

ITEM	AGENDA	RECOMMENDATIONS
I	To consider and approve the minutes of the last meeting held on 24 September, 2015	The minutes of the last meeting dated 24 September, 2015 were unanimously confirmed.
II	To consider and approve the Action taken report of the last meeting held on 24 September, 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. **(Annexure-I)**
III	To apprise the members about the information provided to: • State Government for Ranking of Higher Institutions in Rajasthan • Government of India for Ranking of Indian Universities under National Institutional Ranking Framework (NIRF). • Association of Indian Universities (AIU) for inclusion of information of the IIS University in the new edition of the 'AIU Universities Handbook' • Department of Science & Technology (DST) Govt. of India for conducting National Survey on the resources devoted to Research and Development (R&D) activities in the country • Department of Scientific and Industrial Research (DSIR) Govt. of India	Members took a note and appreciated the efforts of IQAC in timely submission of information asked for by the regulatory bodies and Government agencies.
IV	To inform the members regarding report on analysis of the faculty paper publications as per the data base viz. SCOPUS, Web of Science, Indian Citation Index and Google Scholar	Members suggested to find h-index of the University, taking total publications in Research profile of the University.
V	To share the reports of various committees with the members and invite suggestions: • Feedback Monitoring Committee • Equal Opportunity Cell • Research Promotion Committee • Annual Report (2015-16) • Alumnae Association Committee • Chronicler Committee • Remedial Classes	The following suggestions were received from the members: **Feedback Monitoring Committee** • Committee should make changes in the format of the report for suggestions to be given by the outgoing students.

	• Students' Welfare Committee	• To add a column projecting the total number of respondents for each question. • To add a column for the Management to decide if the suggestion is feasible or not and what action to be taken. **Equal Opportunity Cell** • To publicize the schemes promoted by UGC for minority segment by sending it to each student/ faculty on their mail id/ through metacampus and by putting on notice board. • Submit a proposal to the Management for giving some fee concessions or instituting scholarships for the economically weaker section. • Remedial classes should be arranged for students who are week in academics. • For Hindi medium students, classes for English to be arranged. • To make students aware about the scholarship provided by the University/State Govt. /UGC information should be sent to them on regular basis. **Alumnae Association Committee** • Association should have more interaction with Alumnae for taking their help in improving placements of present students. • More guest lectures by Alumnae should be organised. **Remedial Classes** • Heads of various departments should be instructed to prepare two time-tables: Master time table and time table for remedial classes. In master time table, heads should put free slots of faculty membersfor remedial classes

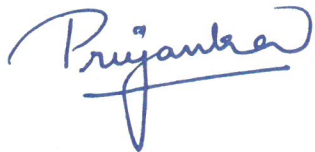|		
		and those free slots should be displayed on the notice board. **Students' Welfare Committee** Separate list should be prepared for cultural activities and welfare activities. The suggestions were noted.
VI	To inform the members about AQAR report to be submitted to NAAC in July, 2016.	Members were informed that the process of compilation of AQAR for 2015-16 has begun and soon it will be uploaded on the website.
VII	To inform the members about the preparation of a proposal under FIST scheme of Department of Science & Technology (DST) Govt. of India by the Department of Environmental & Life Sciences.	Members were informed that the process for applying to DST under FIST scheme is under way. The proposal prepared by the Department of Environment and Life Sciences is ready for being submitted to DST. The members took a note of the same and asked for timely submission of the project.
VIII	To inform the members regarding initiation of Academic Audit process through self appraisal of faculty, evaluative report of the department, feedback from students and academic progress monitoring of students.	Members were apprised regarding Academic Audit of various departments to be done. For this purpose, committees were to be constituted. The members unanimously authorized the Vice Chancellor for constituting the required committees for the purpose.
IX	To consider & approve the IQAC Calendar for the session 2016-17 .	Members approved the calendar along with incorporation of following suggestions: - Annual calendar of IQAC of last 3 years to be displayed on the cover page of IQAC report. - To propose four meetings of IQAC in next Academic year.
X	Any other item with the permission of the Chair.	Members accorded the following suggestions for the desired outputs by IQAC: - To conduct a workshop and invite IQAC experts from other Universities. - To prepare a list of reports of committees visited the University alongwith their

| | | observations and action taken on them. In the conduct of Academic audit: At least two External members should be taken. To separate UGC and IQAC cell so that IQAC can be strengthened. IQAC should design such practices which ensure internal quality. A Committee should be constituted to review good practices of the University, which can be implemented. |

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

Dr. Priyanka Mathur
IQAC –Coordinator

Dr. Ashok Gupta
Vice Chancellor

Action taken report of IQAC meeting held on 24 September 2015

ITEM	RECOMMENDATIONS	ACTION TAKEN
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	Analysis of feedback obtained from the finalyear students of April 2015 batch were shared with the members. The members suggested to reframe the questions in a simple language that can be easily understood by the students. The faculty-wise report generated was also analyzed and it was felt that besides this, it should also be produced in the form that can give an overview of the feedback.	Suggestions were incorporated
IV	Members were apprised about the activities organized under the aegis of IQAC in last six months. Members noted the same and appreciated the efforts of IQAC.	No further action required
V	The proposal of conducting the academic audit was appreciated by the members. However, members suggested that the audit should be conducted either once or twice a year and a proper planning and brainstorming is required before its execution. The following Composition of Academic Audit was proposed which was unanimously approved by the members: • Chairperson • Two senior faculty members from the institution • One/two external experts	Suggestions were noted and action to be taken in the upcoming session.
VI	Members were informed that IQAC has devised proforma to receive departmental information on continuous basis. The members approved of the same.	No action required