

## THE IIS UNIVERSITY, JAIPUR

### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is scheduled to be held on **Monday, 28 August 2017, 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 confirm the minutes of the last meeting held on 31 March 2017
II	To consider and approve the follow up action on the minutes of the last meeting held on 31 March 2017
III	To share and discuss the curricular and alumnae feedback reports of session 2016-17
IV	To report regarding the new teaching plan formats
V	Any other item with the permission of Chair

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)  
held on Monday, 28 August 2017, 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
Prof. M.K. Sharma Dean, Faculty of Commerce & Management, IISU	Member
Prof. Pradeep Bhatnagar Dean, Faculty of Science, IISU	Member
C.A. Rajeev Sogani	Member- Management
Prof. T. N. Mathur	External Member- (Academic)
Shri Mahendra Surana I.A.S.	External Member
Prof. Nisha Yadav	Member
Dr. Radha Kashyap	Member
Dr. Manisha Patni	Member
Dr. Seema Singh Rathore	Member
Dr. Roopam Kothari	Member
Dr. Arti Sharma	Member
Dr. Charu Sharma	Member
Dr. Sreemoyee Chatterjee	Member
Dr. Ruchi Nanda	Special Invitee
Dr. Roopa Mathur	Coordinator

The following members could not attend the meeting:

<b>Name</b>	<b>Designation</b>
Shri Kishore Chainani	External Member
Shri Rahul Kumar I.F.S.	External Member
Prof. N.K. Jain Dean, Faculty of Arts & Social Sciences, IISU	Member
Dr. Subhash Garg Dean & Director, CRIT, IISU	Member
Ms. Radhika Gupta	Member-Alumna
Ms. Shubhangi Bhatnagar	Member-Student

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ITEM	AGENDA	RECOMMENDATIONS
I	To confirm the minutes of the last meeting held on 31 March 2017	The minutes of the last meeting held on 31 March 2017 were unanimously confirmed.
II	To consider and approve the follow up action on the minutes of the last meeting held on 31 March 2017	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 of session 2016-17	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 the new teaching plan formats	Members were informed that the existing teaching plans were reviewed and a new teaching plan was designed by the IQAC in consultation with the Dean, Academics and shared with all the departments of the University for implementation.
V	Any other item with the permission of Chair	-

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



**Dr. Roopa Mathur**  
IQAC –Coordinator



**Dr. Ashok Gupta**  
Vice Chancellor

**Annexure I**

**Action taken report of IQAC meeting held on 31 March 2017**

<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	<p>Members were informed that a proforma for Departmental information for Academic Audit was developed and circulated to all the departments and most of the departments have submitted the filled proforma to IQAC.</p> <p>It was further informed that for conducting the Academic Audit of the following departments, three sub-committees have been constituted with the approval of the Hon'ble Vice Chancellor, each consisting of an External Expert and three Internal Experts. The scheduled dates are 3-6 May, 2017.</p> <p><b>ARTS</b></p> <ul style="list-style-type: none"> <li>• Journalism &amp; Mass Communication</li> <li>• Fashion &amp; Textile Technology</li> </ul> <p><b>SCIENCE</b></p> <ul style="list-style-type: none"> <li>• Botany</li> <li>• Chemistry</li> </ul> <p><b>COMMERCE</b></p> <ul style="list-style-type: none"> <li>• Financial Studies</li> <li>• Business Management (BBM)</li> </ul> <p>The committee members appreciated the decision of the cell and accorded their approval for the same.</p>	<p>Academic Audit was conducted for the following four departments:</p> <p><b>ARTS</b></p> <ul style="list-style-type: none"> <li>• Journalism &amp; Mass Communication</li> <li>• Fashion &amp; Textile Technology</li> </ul> <p><b>COMMERCE</b></p> <ul style="list-style-type: none"> <li>• Financial Studies</li> <li>• Business Management (BBM)</li> </ul> <p>Audit for the two departments of Faculty of Science was postponed due to hindrance in academic schedule to the next cycle of Academic Audit.</p>
IV	The Coordinator shared with the members that IQAC is planning to conduct a 2 day national conference, for which proposal is being prepared for grant of funds from UGC-NAAC. The members expressed their satisfaction on the planning of a conference in the month of January/February, 2018 on 'Academic Audit' a theme which has been proposed by UGC-NAAC	The proposal was prepared and sent to NAAC on 19.4.2017.

	for the academic session 2017-18.	
V	The proposal for organization of the different workshops for teaching and non-teaching staff members was shared with the members. The members provided their approval.	Workshops on Curriculum development and Question framing were organized in session 2017-18.
VI	<p>The respective Coordinators of Feedback Monitoring Committee and Coordinator Chronicler Committee apprised the members of the various amendments and modifications proposed to be made in the functioning of the committees.</p> <p>In this regard, the following suggestions were made by the members of IQAC:</p> <ul style="list-style-type: none"> <li>• A channel be devised for feedback system to address the gaps between feedback collection and action taken.</li> <li>• Feedback should also be taken from the recruiters.</li> <li>• Feedback form should be concise and properly structured and should be administered to a smaller group to make it effective.</li> <li>• Chronicler Committee should also highlight the achievements and publications of the university.</li> <li>• A separate section should be established for data analysis and report preparation. A statistician should be appointed, for the purpose.</li> </ul>	<ul style="list-style-type: none"> <li>• Action taken on suggestions received regarding Feedback.</li> <li>• The achievements and publications of the University are compiled and placed before the Research Board.</li> <li>• A separate section has been established for data analysis and report preparation. A statistician is yet to be appointed, for the purpose. Meanwhile, the Department of Statistics is performing the required work for the section.</li> </ul>
VII	<p>Suggestions were received from members for collecting information on 'Student Progression'. Following suggestions were made in this regard:</p> <ul style="list-style-type: none"> <li>• Data of student progression can be obtained through analytics engine like LinkedIn and naukri.com</li> <li>• Alumnae Association</li> </ul>	Action was taken on the suggestions and efforts are being made to improve the data of Student progression.

	committee should make efforts to obtain data from alumnae regularly.	
VIII	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 **Tuesday, 16 January 2018, at 2.00 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 confirm the minutes of the last meeting held on 28 August 2017
II	To consider and approve the follow up action on the minutes of the last meeting held on 28 August 2017
III	To plan for the Academic Audit Reports of the six departments / disciplines conducted in 2017-18
IV	To report regarding the compliance to the Action plan 17-by-17 of MHRD
V	To report about adoption of the UGC Scheme of MOOCs online courses to be delivered by experts through UGC-SWAYAM portal for incorporation in the University curriculum
VI	Any other item with the permission of Chair

**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)  
held on Tuesday, 16 January 2018, at 2.00 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
Prof. M.K. Sharma Dean, Faculty of Commerce & Management, IISU	Member
Prof. Pradeep Bhatnagar Dean, Faculty of Science, IISU	Member
C.A. Rajeev Sogani	Member- Management
Prof. T. N. Mathur	External Member- (Academic)
Shri Mahendra Surana I.A.S.	External Member
Prof. Nisha Yadav	Member
Dr. Radha Kashyap	Member
Dr. Seema Singh Rathore	Member
Dr. Roopam Kothari	Member
Dr. Arti Sharma	Member
Dr. Charu Sharma	Member
Dr. Sreemoyee Chatterjee	Member
Dr. Ruchi Nanda	Special Invitee
Dr. Roopa Mathur	Coordinator

The following members could not attend the meeting:

<b>Name</b>	<b>Designation</b>
Shri Kishore Chainani	External Member
Shri Rahul Kumar I.F.S.	External Member
Prof. N.K. Jain Dean, Faculty of Arts & Social Sciences, IISU	Member
Dr. Subhash Garg Dean & Director, CRIT, IISU	Member
Ms. Radhika Gupta	Member-Alumna
Ms. Shubhangi Bhatnagar	Member-Student
Dr. Manisha Patni	Member






ITEM	AGENDA	RECOMMENDATIONS
I	To confirm the minutes of the last meeting held on 28 August 2017	The minutes of the last meeting 28 August 2017 were unanimously confirmed.
II	To consider and approve the follow up action on the minutes of the last meeting held on 26 August 2017	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	Proposal for the Academic Audit of the six departments / disciplines to be conducted in 2017-18	<p>The proposal to conduct the academic audit of the following disciplines in the session 2017-18 was shared with members:</p> <ul style="list-style-type: none"> <li>• Science- Botany, Chemistry</li> <li>• Arts and Social Sciences- Economics, English</li> <li>• Commerce &amp; Management- Business Studies, Accounting &amp; Taxation</li> </ul> <p>Members provided their approval for the same.</p>
IV	To report regarding the compliance to the Action plan 17-by-17 of MHRD	<p>Members were informed that a Digital Initiative committee was constituted vide office order dated 24 October 2017 to take up matters related to Action plan 17-by-17 of MHRD.</p> <p>The following compliance to the action plan have been undertaken:</p> <ul style="list-style-type: none"> <li>• A DD Free Dish has been installed in the University Campus to promote viewing of SWAYAM PRABHA DTH channels.</li> <li>• Central library of the University has registered all the students and faculty of the University with the National Digital Library (NDL).</li> <li>• An MoU has been signed with CDSL Ventures Limited to upload Certificate/Degree/Diplomas of the University on National Academic Depository (NAD).</li> <li>• Subcommittees have been constituted to take up the other digital initiatives of the 17-by-17 plan.</li> </ul> <p>The members took a note of the same and accorded their approval.</p>

V	To report about adoption of the UGC Scheme of MOOCs online courses to be delivered by experts through UGC-SWAYAM portal for incorporation in the University curriculum	Members were informed that adoption of the UGC Scheme of MOOCs online courses to be delivered by experts through UGC-SWAYAM portal for incorporation in the University curriculum, to allow students to opt up to 20% papers from MOOCs courses and to permit credit transfer for the same has been approved by the Academic Council and Board of Management in their special meetings held on 8 December 2017. Members took a note of the same and observed that this will help the students to learn at National level and also save time of teachers and students.
VI	Any other item with the permission of Chair	-

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

  
**Dr. Roopa Mathur**  
**IQAC –Coordinator**

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

**Annexure I****Action taken report of IQAC meeting held on 28 August 2017**

<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 provided their approval for the same.	No action required
III	On the basis of the curricular feedback obtained from students and alumnae, feedback reports prepared on the basis of analysis of feedback 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.	Action taken
IV	Members were informed that the existing teaching plans were reviewed and a new teaching plan was designed by the IQAC in consultation with the Dean, Academics and shared with all the departments of the University for implementation.	No action required
V	Any other item with the permission of Chair	-

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**Dr. Raakhi Gupta**  
Registrar

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I	To confirm the minutes of the last meeting held on 16 January 2018
II	To consider and approve the follow up action on the minutes of the last meeting held on 16 January 2018
III	To report regarding preparation and compilation of AQAR for the session 2017-18
IV	To share the annual reports of 2017-18 of various committees/ cells of the University
V	To consider Academic Audit reports of the six departments / disciplines conducted in 2017-18
VI	To report regarding the Quality Enhancement Activities organized in the University on the initiative of IQAC
VII	To consider and approve the IQAC Calendar of 2018-19
VIII	To share the budget of IQAC proposed for 2018-19
IX	Any other item with the permission of Chair

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ITEM	AGENDA	RECOMMENDATIONS
I	To confirm the minutes of the last meeting held on 16 January 2018	The minutes of the last meeting held on 16 January 2018 were unanimously confirmed.
II	To consider and approve the follow up action on the minutes of the last meeting held on 16 January 2018	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 preparation and compilation of AQAR for the sessions 2017-18	Members were informed that a committee for the compilation of AQAR (2017-18) has been constituted and members are working on the same.
IV	To share the annual reports of 2017-18 of various committees/ cells of the University	<p>Members were apprised with the practice of report compilation by various committees annually and the creation of an archive of these reports by IQAC. The annual reports (2017-18 and 2018-19) of the following committees/Cells/Units etc. as submitted to IQAC were perused by the members:</p> <ul style="list-style-type: none"> <li>• Alumnae Association</li> <li>• Canteen</li> <li>• Chemical Association</li> <li>• CII-YI Yuva Chaupal</li> <li>• Counseling Cell</li> <li>• Equal Opportunity</li> <li>• Excursion/Study Tours</li> <li>• Grievance Appeal Committee</li> <li>• Guild (Overall)</li> <li>• Faculty/Staff Development Programmes</li> <li>• Inter Collegiate Competitions/ Cultural</li> <li>• IP Cell</li> <li>• NSS</li> <li>• Placement &amp; Training Cell</li> <li>• Rotaract</li> <li>• Sport/ NCC</li> <li>• Tutor Guardian Programme</li> <li>• Women Cell</li> </ul> <p>Further, the Annual Report of the University (2017-18) compiled by the Annual Report Committee as submitted to IQAC was also perused by the members. It was decided to upload the same on the University website.</p>
V	To consider Academic Audit	The Academic Audit of six

*D. S. S.*

	Reports of the six departments / disciplines conducted in 2017-18	department/disciplines of the University was conducted in the month of May, 2018. The audit reports were prepared by the panel of experts nominated by Hon'ble Vice-Chancellor, consisting of three Internal members (including one professor) and one External member of the rank of University Professor for each faculty. The members provided their approval to the reports and it was decided that the reports be submitted to the university departments for further necessary action regarding making up on the short comings pointed out by the audit committees.
VI	To report regarding the Quality Enhancement Activities organized in the University on the initiative of IQAC	The members were informed that the following activities were organized by the different departments of the University: <ul style="list-style-type: none"> <li>• Question Framing Workshop for teachers from Faculty of Arts and Social Sciences on 12-28 January 2018 in collaboration with the Examination Cell.</li> <li>• Curriculum development Workshop by Department of Chemistry on 28-29 April, 2018.</li> <li>• Curriculum Development Workshop by Department of Mathematics on 5-6 May, 2018.</li> </ul> Members appreciated the efforts.
VII	To consider and approve the IQAC Calendar of 2018-19	IQAC calendar for the academic session 2018-19 was approved by the members.
VIII	To share the budget of IQAC proposed for 2018-19	Budget proposals for the academic session 2018-19 were approved by the members.
IX	Any other item with the permission of Chair	-

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

  
**Dr. Roopa Mathur**  
**IQAC –Coordinator**

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

**Annexure I**

**Action taken report of IQAC meeting held on 16 January 2018**

<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	With the approval of the members it was decided to conduct the audits of the following disciplines in the session 2017-18: <ul style="list-style-type: none"> <li>• Science- Botany, Chemistry</li> <li>• Arts and Social Science- Economics, English</li> <li>• Commerce &amp; Management- Business Studies, Accounting &amp; Taxation</li> </ul>	The audits were conducted in the month of May, 2018.
IV	Members were informed that a Digital Initiative committee was constituted vide office order dated 24 October 2017 to take up matters related to Action plan 17-by-17 of MHRD. The following compliance to the action plan have been undertaken: <ul style="list-style-type: none"> <li>• A DD Free Dish has been installed in the University Campus to promote viewing of SWAYAM PRABHA DTH channels.</li> <li>• Central library of the University has registered all the students and faculty of the University with the National Digital Library (NDL).</li> <li>• An MoU has been signed with CDSL Ventures Limited to upload Certificate/Degree/Diplomas of the University on National Academic Depository (NAD).</li> <li>• Subcommittees have been constituted to take up the other digital initiatives of the 17-by-17 plan.</li> </ul>	Reporting item. No action required
V	Members were informed that adoption of the UGC Scheme of MOOCs online courses to be delivered by experts through UGC-SWAYAM portal for incorporation in the University curriculum, to allow students to opt up to 20% papers from MOOCs courses and to permit credit transfer for the same has been approved by the Academic Council and Board	Reporting item. No action required



	of Management in their special meetings held on 8 December 2017. This will help the students to learn at National level and also save time of teachers and students.	
VI	Any other item with the permission of Chair	-