

IIS (DEEMED TO BE UNIVERSITY), JAIPUR

NOTICE

A meeting of the **Internal Quality Assurance Cell** is scheduled to be held on **Saturday, 17 August 2019, at 1:00 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 4 May 2019
II	To consider and approve the action taken report of the last meeting held on 4 May 2019
III	To consider and approve the minutes of the Feedback Monitoring Committee held on 10 August 2019
IV	To discuss the feedback reports of the Induction/Orientation Program conducted for the newly admitted students
V	To share the information regarding application for PHD Chamber of Commerce and Industry Annual Awards for Excellence 2019
VI	To discuss and plan strategies for strengthening LOCF based curricular structure
VII	To apprise the members with the status of inclusion of MOOCs in curriculum structure by the IQAC
VIII	To consider the following policies of the University prepared/amended by different committees: <ul style="list-style-type: none">i. Green Campus Policyii. Policy on "DIVYANGJAN" – Differently Abled Personsiii. Policy for Financial Assistance to Studentsiv. IT Policyv. Policy on Sexual Harassmentvi. Research Ethics Policyvii. Policy on E-Governanceviii. Research Policyix. Policy on Incentive to Faculty and Students for their Achievementsx. Code of Conductxi. Code of Ethics



	xii. Policy for Providing Financial Assistance to Teachers and Non-Teaching Staff for Attending Conferences/ Seminars/ Workshops / Symposia / FDPs / Training Programmes / Meeting at National / International level
IX	Any other item with the permission of the Chair



**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)
held on Saturday, 17 August 2019, at 1:00 pm in the Meeting Room, IISU
Campus, Mansarovar, Jaipur.**

The following members attended the meeting:

Name	Designation
Dr. Ashok Gupta Vice-Chancellor	Chairperson (Ex-Officio)
Sh. Mahendra Surana, IAS	External Member
CA Rajeev Sogani	External Member
Ms. Yashita Sharma	Member (Student)
Dr. Raakhi Gupta	Member
Prof. K. S. Sharma	Member
Prof. Nisha Yadav	Member
Prof. Roopa Mathur	Member
Prof. Pradeep Bhatnagar	Member
Prof. M. K. Sharma	Member
Dr. Arti Sharma	Member
Dr. Manisha Patni	Member
Dr. Roopam Kothari	Member
Dr. Seema Singh Rathore	Member
Dr. Sreemoyee Chatterjee	Member
Dr. Ruchi Nanda	Special Invitee
Dr. Anubha Jain	Special Invitee
Dr. Payal Mehtani	Coordinator

The following members could not attend the meeting:

Name of Experts	Designation
Shri Rahul Kumar, IFS	External Member
Mr. Kishore Chainani Former Vice President, GENPACT Presently Life Skill Coach	External Member
Prof. N. D. Mathur Head, Dept. of Economics Manipal University, Jaipur	External Member
Dr. Priyanka Raghuvanshi, RPS	External Member (Alumna)
Dr. Subhash Garg	Member
Dr. Priyanka Mathur	Member
Dr. Radha Kashyap	Member
Dr. Charu Sharma	Member

ITEM	AGENDA	RECOMMENDATIONS
I	To confirm the minutes of the last meeting held on 4 May 2019	The minutes of the last meeting dated 4 May 2019 were unanimously confirmed.
II	To consider and approve the action taken report of the last meeting held on 4 May 2019	Members took note of the action taken on various decisions of the Internal Quality Assurance Cell and found them satisfactory. After detailed deliberations, it was resolved that the report be approved. (Annexure-I)
III	To consider and approve the minutes of the Feedback Monitoring Committee held on 10 August 2019	<p>The minutes and action taken report of the Feedback Monitoring Committee meeting held on 10 August 2019 were tabled for consideration and approval of the members. The highlights of the recommendations of the committee were as follows:</p> <ul style="list-style-type: none"> • Google forms should be used to take various feedbacks to make the feedback system more transparent and easier to conduct. • An orientation session on using Google form for feedbacks should be organized for heads/additional heads of the departments. • In follow up of the recommendations made by IQAC in its meeting held on 4 May 2019 regarding feedback from students on the 'Use of Advanced ICT in Teaching Pedagogy by teachers'. Some new questions related to the same were added to Faculty Feedback form (paper-wise) as well as University faculty feedback (online format). The new formats were tabled, which were approved by the members. • A revised timeline of Feedback collection was also prepared, which was approved by the members of the committee. • It was suggested that the timeline should be shared with the heads of respective departments. • In order to maintain uniformity in the



		<p>structure of the compiled analysis reports of various feedbacks, Sample Analysis reports of Faculty Feedback (paper-wise), Curriculum and Course Completion Feedback were discussed with the members of the committee and as per their suggestion a new format was developed.</p> <ul style="list-style-type: none"> • It was suggested that a meeting should be held with the Heads of Departments to make them understand the format of compilation of feedback reports.
IV	To discuss the feedback reports of the Induction/Orientation Programs conducted for the newly admitted students	<p>IQAC Coordinator shared the orientation feedback of newly admitted students of UG, PG and Ph.D. programmes taken by different departments. The highlights of the feedback were as follows:</p> <ul style="list-style-type: none"> • All the students responded that the Orientation Programme was useful for them. • Most of the students understood the system and functioning of the University/Department. Few students found difficulty in understanding the credit system, Scheme of Examination, Assessment and Evaluation pattern, Metacampus and the website. • 38% students of Journalism and 20% students of Tourism Management found it difficult to understand Assessment and Evaluation pattern. • 33% students of Physical Education did not understand departmental activities shared in departmental calendar. • In Jewellery designing, 17% students did not understand the functioning of Metacampus and 34% found difficulty in understanding departmental website. • All the students agreed that the senior students and faculty members were cooperative. • 34% students of Department of

		<p>Psychology found it difficult to understand the Metacampus.</p> <ul style="list-style-type: none"> • There were no incidences of ragging mentioned by any of the student in the campus. <p>The members recommended to share the above highlights of the feedback with the departments for self-improvement and advised to conduct special sessions to the students accordingly.</p>
V	To share the information regarding application for PHD Chamber of Commerce and Industry Annual Awards for Excellence 2019	Members were apprised regarding application received for PHD Annual Awards for Excellence 2019 and IQAC has completed all the formalities regarding the same and applied for the award.
VI	To discuss and plan strategies for strengthening LOCF based curricular structure	Coordinator-IQAC shared with the members that Delhi University has revised undergraduate CBCS programme with Learning Outcome based Curriculum Framework. The members suggested to organize a workshop for faculty members to learn new advances in this regard and strengthen the curricula in terms of Learning Outcomes, Qualification description, Graduate Attributes, Programme Learning outcomes, Teaching Learning Outcomes and assessment methods, etc.
VII	To apprise the members with the status of inclusion of MOOCs in curriculum structure by the IQAC	<p>The members were informed regarding inclusion of MOOC courses offered by SWAYAM into the University curriculum structure from Academic year 2019-20 and the adoption of credit transfer of the same. The members accorded their approval for the same.</p> <p>Members suggested that faculty members should be promoted to register for different Refresher courses or FDPs related to their subject area of interest on SWAYAM. In response, it was informed that a mail regarding the procedure of the same has already been circulated amongst the faculty members on 7 July, 2019.</p>
VIII	To consider the following policies of the University prepared/amended by different committees:	The drafts of the policies were shared with the members. The members considered all the policies and provided their approval after incorporation of

	<ul style="list-style-type: none"> i. Green Campus Policy ii. Policy on "DIVYANGJAN" – Differently Abled Persons iii. Policy for Financial Assistance to Students iv. IT Policy v. Policy on Sexual Harassment vi. Research Ethics Policy vii. Policy on E-Governance viii. Research Policy ix. Policy on Incentive to Faculty and Students for their Achievements x. Code of Conduct xi. Code of Ethics <p>Policy for Providing Financial Assistance to Teachers and Non-Teaching Staff for Attending Conferences/ Seminars/ Workshops / Symposia / FDPs / Training Programmes / Meeting at National / International level</p>	<p>certain suggestions made by them. It was also suggested that the policies after implementing the suggestions made by the IQAC members may be put up before the Board of Management for its approval.</p>
IX	Any other item with the permission of the Chair	-

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


Dr. Payal Mehtani
IQAC –Coordinator


Dr. Ashok Gupta
Vice Chancellor

Annexure I**Action taken report of IQAC meeting held on 4 May 2019**

ITEM	RECOMMENDATIONS	ACTION TAKEN
I	The minutes of the meeting dated 4 May 2019 were unanimously confirmed.	No action required
II	Members took note of the action taken report on the decisions held in IQAC meeting dated 4 May 2019 and found them satisfactory and approved. Further, it was suggested that the pending actions should be completed and the same should be discussed in the succeeding meeting.	No action required
III	Members were informed regarding submission of AQAR for the session 2017-18 and preparation and compilation of AQAR for the session 2018-19.	Preparation of AQAR 2018-19 has been initiated.
VI	The proposal to conduct academic audits in session 2018-19 was approved.	Academic audits of six disciplines were conducted from 9 to 14 May 2019 and the reports after approval of the Vice Chancellor were shared with the Heads of the respective Departments for further necessary action.
V	Annual reports of 2018-19 of various committees/cells of the University were shared with the members and various suggestions were received for improvement of the same.	Suggestions were shared with the respective committees and appropriate actions on the same were taken by the committees.
VI	Constitution of the committee for the preparation of SSR for the Cycle II of NAAC visit was shared with the members.	The Committee has started its work of preparing SSR.
VII	Members were apprised about University participation in NIRF ranking 2019. Several suggestions were received from the members in this regard.	Suggestions were shared with Research Promotion Committee, CRIT, Staff Development Programme Committee and Industry-Academia Cell "CONNECT" for further necessary action.
VIII	Reports for 2018-19 of syllabus completion feedback, curricular feedback, University and	The reports were shared with the Dean, Academics for further necessary action by the Heads of

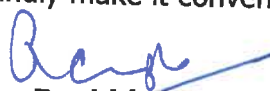
	Departmental faculty feedback were shared with the members by Feedback Monitoring Committee. It was suggested that appropriate action should be taken.	Departments.
IX	Members were informed regarding the Quality Enhancement Activities undertaken in session 2018-19.	Reporting item. No action required
X	IQAC calendar for 2019-20 was approved by the members.	The approved calendar is being implemented.
XI	Members were informed about integration of admission and re-admission process in the IIS (deemed to be University) ERP in Metacampus	No action required
XII	The proposed budget of IQAC for 2019-20 was approved by the members.	Budget utilization as per approval accorded by the IQAC Executive is in process.
XIII	Any other item with the permission of the chair	-

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NOTICE

A meeting of the **Internal Quality Assurance Cell** is scheduled to be held on **Saturday, 14 December 2019**, at **1:00 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 17 August 2019
II	To consider and approve the action taken report of the last meeting held on 17 August 2019
III	To consider and approve the action taken report of the meeting of Research Promotion Committee held on 4 May 2019
IV	To consider and approve the minutes of the Feedback Monitoring Committee held on 6 September 2019 and 22 November 2019 and to discuss the highlights of the feedbacks collected
V	To report regarding preparation of proposal sent to NAAC for conducting a Two-Day IQAC workshop
VI	To share the award of the Employers' Association of Rajasthan for Best Educational Institution 2018-19 Award
VII	Any other item with the permission of the chair



**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)
held on Saturday, 14 December 2019, at 1:00 pm in the Meeting Room,
IISU Campus, Mansarovar, Jaipur.**

The following members attended the meeting:

Name	Designation
Dr. Ashok Gupta Vice-Chancellor	Chairperson (Ex-Officio)
Sh. Mahendra Surana, IAS	External Member
CA Rajeev Sogani	External Member
Ms. Yashita Sharma	Member (Student)
Dr. Raakhi Gupta	Member
Prof. K. S. Sharma	Member
Prof. Nisha Yadav	Member
Prof. Roopa Mathur	Member
Prof. Pradeep Bhatnagar	Member
Prof. M. K. Sharma	Member
Dr. Priyanka Mathur	Member
Dr. Radha Kashyap	Member
Dr. Arti Sharma	Member
Dr. Charu Sharma	Member
Dr. Manisha Patni	Member
Dr. Roopam Kothari	Member
Dr. Seema Singh Rathore	Member
Dr. Sreemoyee Chatterjee	Member
Dr. Ruchi Nanda	Special Invitee
Dr. Payal Mehtani	Coordinator

The following members could not attend the meeting:

Name of Experts	Designation
Shri Rahul Kumar, IFS	External Member
Mr. Kishore Chainani Former Vice President, GENPACT Presently Life Skill Coach	External Member
Prof. N. D. Mathur Head, Dept. of Economics Manipal University, Jaipur	External Member
Dr. Priyanka Raghuvanshi, RPS	External Member (Alumna)
Dr. Subhash Garg	Member

ITEM	AGENDA	RECOMMENDATIONS
I	To consider and approve the minutes of the last meeting held on 17 August 2019	The minutes of the last meeting dated 17 August 2019 were unanimously confirmed.
II	To consider and approve the action taken report of the last meeting held on 17 August 2019	Members took note of the action taken on various decisions of the Cell held in its meeting dated 17 August 2019 and found them satisfactory. After detailed deliberations, it was resolved that the report be approved. (Annexure-I)
III	To consider and approve the action taken report of the meeting of Research Promotion Committee held on 4 May 2019	The Coordinator-IQAC presented the report of the follow up action taken by the University on the decisions of the IQAC in its meeting held on 4 May 2019. Members took note and found them satisfactory. After detailed deliberations, it was resolved that the report be approved. (Annexure-II)
IV	To consider and approve the minutes of the Feedback Monitoring Committee held on 6 September 2019 and 22 November 2019 and to discuss the highlights of the feedbacks collected	Reports of CA and Semester End Course Completion Feedbacks and Departmental Faculty Feedback (Odd Semester) and Curriculum Feedback were shared with the members. The members noted and unanimously approved the same. It was suggested that on the basis of feedbacks, appropriate action should be taken wherever required.
V	To report regarding preparation of proposal sent to NAAC for conducting a Two-Day IQAC workshop	The members were informed that a proposal seeking financial assistance for organizing a 2-Day IQAC workshop on 'Quality and skill development initiatives in Higher Education Institutions (HEIs)' was submitted to NAAC on 23 August 2019. A letter (NAAC/SS/Seminar-NR/2019) dated 12 September 2019 was received in response to the same from NAAC stating that the proposal could not be considered as the accreditation period of the University has expired.
VI	To share the award of the Employers' Association of Rajasthan for Best Educational Institution 2018-19 Award	Members were informed that an invitation for participation for Best Educational Award 2018-19 was received from Employers' Association of Rajasthan on 26 August 2019. IQAC submitted the duly filled in application form and the University was awarded 'Innovation and Best Educational Practices Award' in the

		Educational Institution Category on 15 November 2019. All the members appreciated the achievement.
VII	Any other item with the permission of the chair	-

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


Dr. Payal Mehtani
IQAC –Coordinator


Dr. Ashok Gupta
Vice Chancellor

Annexure I

Action taken report of IQAC meeting held on 17 August 2019

ITEM	RECOMMENDATIONS	ACTION TAKEN
I	The minutes of meeting dated 17 August 2019 were unanimously confirmed.	No action required
II	Members took note of the action taken report and found them satisfactory and provided their approval.	No action required
III	Members approved the minutes of meeting of Feedback Monitoring Committee held on 10 August 2019 and suggested to take action on the recommendations made in the meeting.	<p>The following actions were taken:</p> <ul style="list-style-type: none"> • An orientation session on "How to take departmental feedbacks using Google form" for Heads/Additional Heads/deputed members of the various Departments was organized on 7 September 2019. The workshop was attended by 35 faculty members. • The revised timeline of feedback collection after approval by the IQAC committee was shared with the Heads of respective Departments and a meeting was held on 6 September 2019 to make them understand the format of compilation of feedback reports.
IV	The members recommended to share the highlights of the feedback reports of the Induction/Orientation Program conducted for the newly admitted students with the departments for self-improvement.	Reports of feedback analysis were shared with the respective Heads of the Departments and they were asked to take action for further improvements in the system of feedback and analysis.
V	Members were apprised regarding submission of proposal to PHD Chamber of Commerce and Industry for Annual Excellence Awards 2019, in response to the invitation received from them.	No action required
VI	Members suggested to	A workshop on LOCF was organized on 30



	organize a workshop on LOCF to strengthen curricula in terms of Learning Outcomes, Qualification description, Graduate Attributes, Programme Learning outcomes, Teaching Learning Outcomes and assessment methods.	August 2019.
VII	The members were informed regarding inclusion of MOOC courses offered by SWAYAM into the University curriculum structure from Academic year 2019-20 and the adoption of credit transfer for the same. Members suggested that faculty members should be promoted to register for different Refresher courses or FDPs related to their subject area of interest on SWAYAM.	Faculty members were promoted to enroll on SWAYAM portal for MOOCs and Refresher courses. 136 faculty members enrolled SWAYAM MOOCs and completed the same successfully.
VIII	The drafts of various policies were approved by the members after incorporation of certain suggestions. It was also suggested that the policies after implementing the suggestions made by the IQAC members may be put up before the Board of Management for its approval.	The Board members after considering of the drafts of the policies, circulated to them vide meeting notice dated 7 November 2020, accorded their approval to all policies along with some suggestions.
IX	Any other item with the permission of the Chair	-

Action taken report of IQAC meeting held on 4 May 2019

ITEM	RECOMMENDATIONS	ACTION TAKEN
VII	<p>In order to improve NIRF Ranking-</p> <ul style="list-style-type: none"> • Research Promotion Committee should be advised to prepare and circulate a list of Scopus approved journals for each department. • Though the university circulates the information regarding research proposals invited by different external funding agencies, but the system should be further strengthened. • Collaborative research should be promoted. • A policy for fund allocation for outsourcing of high-end instrumentation can be framed so that students of different departments outsourcing various facilities for testing of their samples could be benefitted. • Formation of an Endowment Committee can help to strengthen research by resource mobilization. 	<p>The suggestions were shared with the Research Promotion Committee (RPC) for action. RPC took the following actions:</p> <ul style="list-style-type: none"> • RPC constituted a sub-committee (dated 10 October, 2019) to coordinate with the departments and prepare a department wise list of journals indexed in SCOPUS. The committee has prepared a database of journals on SCOPUS/Web of Science/ CARE. • RPC also constituted a sub-committee (dated 10 October, 2019) to prepare a list of external funding agencies and regularly check their websites and send updates about invitation and submission dates of projects for information of faculty members. • In compliance of the same, the following proposals were sent to DST Rajasthan: <ul style="list-style-type: none"> ○ R & D projects: 9 ○ Workshops: 2 ○ Student projects: 23 ○ Centre for excellence (Biotechnology): 1 • An Office order dated 19 October 2019 was circulated amongst the students and staff for outsourcing of the research facilities.



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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 14 December 2019
II	To consider and approve the Action - taken report of the last meeting held on 14 December 2019
III	To inform regarding letter received from NAAC about online submission of AQAR
IV	To report regarding participation in NIRF ranking 2020
V	To consider and approve the minutes of the meeting of Feedback Monitoring Committee held on 4 February 2020
VI	Any other items with the permission of the chair



**Minutes of the meeting of Internal Quality Assurance Cell (IQAC)
held on Saturday, 22 February 2020 at 1:00 pm in the Meeting Room, IISU
Campus, Mansarovar, Jaipur.**

The following members attended the meeting:

Name	Designation
Dr. Ashok Gupta Vice-Chancellor	Chairperson (Ex-Officio)
Shri Rahul Kumar, IFS	External Member
Sh. Mahendra Surana, IAS	External Member
Ms. Yashita Sharma	Member(Student)
Dr. Raakhi Gupta	Member
Prof. K. S. Sharma	Member
Prof. Nisha Yadav	Member
Prof. Roopa Mathur	Member
Prof. Pradeep Bhatnagar	Member
Prof. M. K. Sharma	Member
Dr. Priyanka Mathur	Member
Dr. Radha Kashyap	Member
Dr. Arti Sharma	Member
Dr. Manisha Patni	Member
Dr. Roopam Kothari	Member
Dr. Seema Singh Rathore	Member
Dr. Sreemoyee Chatterjee	Member
Dr. Ruchi Nanda	Special Invitee
Dr. Payal Mehtani	Coordinator

The following members could not attend the meeting:

Name of Experts	Designation
Mr. Kishore Chainani Former Vice President, GENPACT Presently Life Skill Coach	External Member
Prof. N. D. Mathur Head, Dept. of Economics Manipal University, Jaipur	External Member
CA Rajeev Sogani	External Member
Dr. Priyanka Raghuvanshi, RPS	External Member (Alumna)
Dr. Subhash Garg	Member
Dr. Charu Sharma	Member

ITEM	AGENDA	RECOMMENDATIONS
I	To confirm the minutes of the last meeting held on 14 December 2019	The minutes of the last meeting dated 14 December 2019 were unanimously confirmed.
II	To consider and approve the Action taken report of the last meeting held on 14 December 2019	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 inform regarding letter received from NAAC about online submission of AQAR	<p>Members were informed that a letter dated 12 February 2020 has been received from NAAC regarding submission of AQARs annually on the NAAC portal.</p> <p>It was decided that a letter may be sent to NAAC informing that the University had already submitted the AQARs for the sessions 2015-16, 2016-17 and 2017-18 via email before 1 January, 2019 and acknowledgements for 2016-17 and 2017-18 had been received. But the acknowledgement for 2015-16 was still pending.</p> <p>Further, it was decided that the committee constituted for preparation of AQAR for session 2018-19 should now work on the online format.</p>
IV	To report regarding participation in NIRF ranking 2020	<p>Members were apprised that the University has applied for two categories this year i.e. Management and Overall. The data was submitted online for Management category on 25 November, 2019 and Overall category on 13 December, 2019.</p> <p>Further, as discussed in the IQAC meeting held on 4 May, 2019 to take action on increasing the peer perception of the University, IQAC prepared a brief profile of the University and shared the same with the Vice Chancellors and Registrars of various Universities in India via e-mail dated 18 February, 2020.</p>



		Members took a note of the same.
V	To consider and approve the minutes of the meeting of Feedback Monitoring Committee held on 4 February 2020	<p>The highlights of the minutes of the Feedback Monitoring Committee are as follows:</p> <ul style="list-style-type: none"> • Faculty Feedback 2019-20: Online faculty feedback taken from the students of different classes and programs was analysed and shared with the respective faculty members and HODs for self-correction/further improvement. • CA course completion reports (Even semester): All the 18 Departments of the Faculty of Arts and Social Sciences; 8 Departments of the Faculty of Commerce and Management and 11 Departments of the Faculty of Science had completed their respective syllabus in the given duration of time. • The new format designed for Outgoing Students' feedback was approved. • The new format designed for Parents feedback was also approved.
VI	Any other items with the permission of the chair	-

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


Dr. Payal Mehtani
IQAC –Coordinator


Dr. Ashok Gupta
Vice Chancellor

Annexure-I**Action taken report of IQAC meeting held on 14 December 2019**

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. They accorded their unanimous approval for the same.	No action required
III	Members took note of the action taken report of the meeting held on 4 May 2019 of Research Promotion Committee and after finding them satisfactory and provided their approval for the same.	No action required
IV	Reports of CA and Semester End Course Completion Feedbacks, Departmental Faculty Feedback (Odd Semester) and Curriculum were shared with the members. The members noted and unanimously approved the same. It was suggested that on the basis of feedbacks, appropriate action should be taken wherever required.	Action taken
V	Members were informed that the proposal seeking financial assistance for organizing a 2-Day IQAC workshop submitted to NAAC and the same was not considered as the accreditation period of the University had expired.	Reporting item. No action required
VI	Members were informed that IQAC had applied for Best Educational Award 2018-19 to Employers' Association of Rajasthan and the University was awarded 'Innovation and Best Educational Practices Award' in the Educational Institution Category on 15 November 2019.	Reporting item. No action required
VII	Any other item with the permission of the chair	-



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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 22 February 2020
II	To consider and approve the action taken report of the last meeting held on 22 February 2020
III	To report regarding preparation and submission of AQAR for sessions 2014-15, 2015-16 and 2018-19 and preparation of AQAR for the session 2019-20
IV	To consider and approve the new annual report format
V	To apprise the members with the quality enhancement activities undertaken in session 2019-20
VI	To share the reports of alumni feedback for session 2019-20
VII	To consider and approve the IQAC calendar of session 2020-21
VIII	To share the budget proposal of IQAC proposed for session 2020-21
IX	To report regarding restructuring of NAAC Committee for preparing S.S.R. for 2 nd cycle of accreditation and starting of the preparation of S.S.R.
X	Any other item with the permission of the chair



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The following members attended the meeting:

Name	Designation
Dr. Ashok Gupta Vice-Chancellor	Chairperson (Ex-Officio)
Sh. Mahendra Surana, IAS	External Member
CA Rajeev Sogani	External Member
Ms. Yashita Sharma	Member (Student)
Dr. Raakhi Gupta	Member
Prof. K. S. Sharma	Member
Prof. Nisha Yadav	Member
Prof. Pradeep Bhatnagar	Member
Prof. M. K. Sharma	Member
Dr. Radha Kashyap	Member
Dr. Arti Sharma	Member
Dr. Manisha Patni	Member
Dr. Roopam Kothari	Member
Dr. Seema Singh Rathore	Member
Dr. Sreemoyee Chatterjee	Member
Dr. Ruchi Nanda	Special Invitee
Dr. Payal Mehtani	Coordinator

The following members could not attend the meeting:

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Dr. Priyanka Raghuvanshi, RPS	External Member (Alumna)
Prof. Roopa Mathur	Member
Dr. Subhash Garg	Member
Dr. Priyanka Mathur	Member
Dr. Charu Sharma	Member

ITEM	AGENDA	RECOMMENDATIONS
I	To consider and approve the minutes of the last meeting held on 22 February 2020	The minutes of the last meeting dated 22 February 2020 were unanimously confirmed.
II	To consider and approve the action taken report of the last meeting held on 22 February 2020	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 report regarding preparation and submission of AQAR for sessions 2014-15, 2015-16 and 2018-19 and preparation of AQAR for the session 2019-20	<p>Members were informed regarding letter dated 28 February 2020 received from NAAC in response to the letter sent by the University on 22 February 2020, regarding pendency of acknowledgement for AQAR of 2015-16. As per NAAC communication, the University has to submit those AQARs in the new format i.e. online. Therefore, Hon'ble Vice Chancellor constituted two committees for the preparation of AQARs for sessions 2014-15 and 2015-16. The committees have prepared the AQAR for sessions 2014-15, 2015-16 and 2018-19 in the new format. The same were put forward for the consideration and approval of the IQAC Committee. Further, a committee for the compilation of AQAR (2019-20) has also been constituted.</p> <p>Members provide their approval for the same. They also suggested to submit the AQARs of 2014-15, 2015-16 and 2018-19 at the earliest after seeking approval from Board of Management.</p>
IV	To consider and approve the new annual report format	<p>In order to bring uniformity and detailing in all the annual reports of different committees, IQAC designed a new format for preparation of Annual Reports of various Cells/Committees. The same was put for the consideration and approval by the members.</p> <p>Members provided their approval for</p>

		the same and suggested to share the same with the Coordinators of different Cells/Committees for preparation of annual reports of 2019-20.
V	To apprise the members with the quality enhancement activities undertaken in session 2019-20	<p>The following quality enhancement activities were undertaken in the academic session 2019-20:</p> <ul style="list-style-type: none"> • Induction program for newly appointed faculty organized on 24-25 Sept, 2019 attended by 24 faculty members. • Online Training Programme on Data Analysis using MS Excel was organized on April 27-May 03, 2020 attended by 721 participants among whom 50 were faculty members of the University. • Digital Platform for Online Teaching & Evaluation was organized on April 24, 25 and 30, 2020 in which 210 faculty members participated • A 3-Day Workshop on GST was organized on February 26-28, 2020 attended by 20 teaching and non-teaching staff members • Workshop on eSim (IIT Bombay) was attended by 3 faculty members on September 21, 2019 • National Workshop on Textile Conservation was organized from September 20 to 21, 2019 attended by 27 faculty members • Workshop on Google Cloud G Suite organized on August 09-10, 2019 was attended by 95 faculty members • 4 faculty members also participated in a Workshop on



		Linux organised by IIT Bombay Members appreciated the same.
VI	To share the reports of alumni feedback for session 2019-20	The reports of the alumni feedback for session 2019-20 was shared with the members. Members suggested that the report should be shared with the Alumnae Association Committee and the committee should take appropriate actions to strengthen the association and involve participation of more Alumnae.
VII	To consider and approve the IQAC calendar of session 2020-21	The tentative IQAC calendar for 2019-20 was shared with members for their consideration and approval. The same was approved.
VIII	To share the budget proposal of IQAC proposed for session 2020-21	The proposed budget for the session was approved by the members.
IX	To report regarding restructuring of NAAC Committee for preparing S.S.R. for 2 nd cycle of accreditation and starting of the preparation of S.S.R.	Members were informed regarding restructuring of NAAC Committee for preparing S.S.R. for 2 nd cycle of accreditation and starting of the preparation of S.S.R. (Annexure - II). Members provided their approval for the same and suggested to submit the report at the earliest.
X	Any other item with the permission of the chair	Members suggested the following activities that can be taken up in the session 2020-21 by IQAC: <ul style="list-style-type: none"> • Development of ERP solution for updation of Faculty profiles • TQM Workshop for non-teaching staff • Sharing of healthy practices amongst the departments

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


Dr. Payal Mehtani
IQAC –Coordinator


Dr. Ashok Gupta
Vice Chancellor

Annexure-I**Action taken report of IQAC meeting held on 22 February 2020**

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	<ul style="list-style-type: none">Members suggested to send a letter to NAAC informing that the University had already submitted the AQARs for the sessions 2015-16, 2016-17 and 2017-18 in response to the letter dated 12 February 2020 received from NAAC.Further, it was decided that the committee constituted for preparation of AQAR for session 2018-19 should now work on the online format.	<ul style="list-style-type: none">The letter was sent on 22 February 2020.The draft of AQAR 2018-19 was submitted in the meeting for approval of the same by members of IQAC committee. Members provided their approval for the same.
IV	Members were apprised that for NIRF ranking the University has applied for two categories this year i.e. Management and Overall. The data was submitted online for Management category on 25 November, 2019 and Overall category on 13 December, 2019.	Reporting item. No action required.
V	The minutes of the meeting of Feedback Monitoring Committee held on 4 February 2020 was approved.	No further action required.
VI	Any other item with the permission of the chair	-

Annexure-II

June 3, 2020

REVISED OFFICE ORDER

The following committees are re-constituted as Steering Team to prepare various verticals related to application for accreditation by NAAC:

COMMITTEE I

1. **Prof. Raakhi Gupta** - **Advisor**
2. **Prof. Ila Joshi** - **Steering Team Leader**

Steering Team Members

1.	Criteria II : Teaching Learning and Evaluation	Prof. Ila Joshi (Coordinator)
		Dr. Sreemoyee Chatterjee (Coordinator)
		Dr. Princy Thomas
2.	Criteria III : Research, Innovation & Extension	Prof. Radha Kashyap (Coordinator)
		Dr. Shweta Kastiya (Coordinator)
		Dr. Arti Sharma
		Dr. Ashish Tambi
		Ms. Meha Saxena
		Dr. Iti Gaur
3.	Criteria V : Student Support and Progression	Dr. Manisha Patni (Coordinator)
		Dr. Smita Purohit (Coordinator)
		Dr. Deepshikha Parashar
		Dr. Megha Arya

Other Committees

1.	IQAC - NAAC Committee	Dr. Payal Mehtani (Coordinator)
		Dr. Monty Kanodia (Coordinator)
		Dr. Anima Vaish
		Dr. Mahima Rai
		Dr. Vandana
		Ms. Surabhi Gupta
		Dr. Vyoma Agarwal
		<ul style="list-style-type: none"> • Evaluative Report of Each Department • Students' Satisfaction Survey



COMMITTEE II

1. Prof. K.S. Sharma - Advisor
2. Prof. Roopa Mathur - Steering Team Leader

Steering Team Members


1.	Criteria I : Curriculum Aspect	Dr. Rimika Singhvi (Coordinator)
		Dr. Shilpi Rijhwani (Coordinator)
		Dr. Swati Vyas Ramani
		Dr. Seema Singh Rathore
2.	Criteria IV : Infrastructure & Learning Resources	Dr. Shelja K. Juneja (Coordinator)
		Dr. Chhavi Jain (Coordinator)
		Dr. Amita Sharma (CS & IT)
		Ms. Yashaasvi Pande
3.	Criteria VI : Governance, Leadership and Management	Dr. Ankita Jain (Coordinator)
		Dr. Ruchi Jain-I (Coordinator)
		Dr. Shivangi Bhatt
		Mr. Gaurav Bagra
4.	Criteria VII : Institutional Value and Best Practices	Dr. Deepika Singh (Coordinator)
		Dr. Varsha Goyal (Coordinator)
		Dr. Shweta Gupta
		Dr. Charu Jhamaria

Other Committees

2.	IIQA, University Profile and Extended Profile of the University Executive Summary Committee	Dr. Roopam Kothari (Coordinator)
		Dr. Ritu Jain (Coordinator)
		Dr. Mani Bhatia
		Dr. Meenakshi Sharma
		Dr. Himangini Rathore

All those involved in the above committees (coordinators and members) will exclusively work for NAAC till their work is over, last date of which is **30 June 2020**. The sitting arrangements of these committees will be as hereunder:

1. Committee I - Meeting Room
2. Committee II - Old Staff Room at Block-A


Dr. Ashok Gupta
Vice Chancellor



June 4, 2020

OFFICE ORDER

The following faculty members are being deputed to work under Coordinator-ship of Prof. Ila Joshi, as NAAC Steering Team Member of Criteria II (Committee I):

1.	Criteria II : Teaching Learning and Evaluation	Dr. Shilpie Chakravarty
		Ms. Archana Kumari



Dr. Ashok Gupta
Vice Chancellor

