

5 April, 2016

Dear Nodal Officer/Coordinator  
Feedback Monitoring Committee

You are required to submit a Comprehensive Report of the feedback taken from stakeholders at different times in the session 2015-16. It should cover the following points:

- Objective/Role of the committee
- List of Members
- How does it work (a brief description 500 words)
- Minutes of meetings of the committee
- Sample copies of forms to be attached
- Analysis Report(s)
- **Action Taken Report**

The soft bound report should be submitted to IQAC by May 5, 2016 with signature of all the members on the Analysis Report.

**Dr. Ashok Gupta**  
**IQAC Chairperson**



5 April, 2016

Dear Nodal Officer/Coordinators  
Committee- Annual Report

You are required to submit a Soft bound Annual Report for the session 2015-16 to IQAC by May 5, 2016. The Annual Report should cover all the activities of the Institute (Academic, Cultural, Sports, Extension etc.). It should have a cover page, contents with page no. list of members, minutes of meetings held during the year and report of all activities/events along with photographs.

A draft copy of the same may be submitted by April 30, 2016, which may be given final shape after approval by the IQAC Committee.

**Note:** The text should be typed in MS word font style Tahoma and font size 12 heading 14, Spacing 1.5

**Dr. Ashok Gupta**  
**IQAC Chairperson**



25 April, 2016

**Dear Coordinators  
Remedial Classes**

You are required to submit a soft bound Report on '**Remedial Classes**' held in various departments latest by **10 May, 2016** to IQAC. It should cover the following points:

- Objective of the committee
- List of Members
- How does it work (a brief description 300 words)
- Minutes of meetings of the committee
- Sample copies of various proforma (to be attached )
- Committee's Observations
- Suggestions, if any

**Dr. Ashok Gupta  
IQAC Chairperson**



**THE IIS UNIVERSITY**  
deemed to be a university under section 3 of UGC Act.,1956

25 April, 2016

**Dear Nodal Officer/Coordinators  
Attendance Committee**

You are required to furnish the following information of all the UG and PG programmes to IQAC by **10 May, 2016**.

- Subject-wise/paper-wise- classes held in each Department in the Even Semester of this session.

**Dr. Ashok Gupta  
IQAC Chairperson**

25 April, 2016

**Dear Coordinator  
Research Promotion Committee**

You are required to submit a Comprehensive Report of the various research activities held/attended/presented by the staff members of the Institute in the year 2015 & 2016 (till date). It should cover the following points:

- Objective/Role of the committee
- List of Members
- How does it work (a brief description 500 words)
- Minutes of meetings of the committee
- Sample copies of various proforma (to be attached)

The soft bound report consisting of the department wise (12 departments) information should be submitted to IQAC latest by **10 May, 2016**. It is important to mention that on the basis of the information provided, the departments will be awarded grades by a special committee.

**Dr. Ashok Gupta  
IQAC Chairperson**



25 April, 2016

**Dear Coordinator  
Committee - Chroniclers**

You are required to submit a Report of the various activities (Academic, Extension, Cultural, Sports etc.) held in the Institute in the year 2015-16. Kindly enclose the following:

- Objective/Role of the committee
- List of Members
- How does the committee function (a brief description in 300 words)
- Minutes of meetings of the committee
- Sample copies of various proforma (to be attached)

The soft bound report consisting of the department wise (12 departments) information should be submitted to IQAC latest by **10 May, 2016.**

**Dr. Ashok Gupta  
IQAC Chairperson**



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25 April, 2016

**Dear Nodal Officer/Coordinators  
Students' Welfare Committee**

You are required to submit a Report of the various activities organized by the committee (In house and Inter collegiate) held in the year 2014-15 & 2015-16 to IQAC latest by **31 May, 2016**.

**Dr. Ashok Gupta  
IQAC Chairperson**



25 April, 2016

**Dear Nodal Officer/Coordinators  
Equal Opportunity Cell**

You are required to submit a report of the various activities organized by the committee held in the year 2015-16 to IQAC latest by **5 May, 2016**. Kindly enclose the following:

- Objective/Role of the committee
- List of Members
- List of Students under various categories (SC/ST/OBC etc.) enrolled in the year 2015-16
- Minutes of meetings of the committee

**Dr. Ashok Gupta  
IQAC Chairperson**





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25 April, 2016

**Dear Nodal Officer/Coordinators  
Alumnae Association**

You are required to furnish the information of Alumnae (Department-wise) to IQAC latest by **15 May, 2016** in the session 2015-16. It is pertinent to mention here that the given information will be uploaded on the website.

**Dr. Ashok Gupta  
IQAC Chairperson**



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25 April, 2016

## **NOTICE**

As the Academic Session 2015-16 come to a close, all Heads of the Departments are required to submit a Compliance for the activities held in the Department as mentioned in their Departmental **Activity Calendar** submitted at the beginning of the aforementioned session.

The report should be submitted to IQAC latest by 9 May, 2016

**Dr. Ashok Gupta**  
**IQAC Chairperson**



23 July, 2016

**NOTICE**

All heads of department are required to kindly update the list of equipments (attached below) for their respective departments latest by 25.07.2016. The information of the same may be sent at [iqac@iisuniv.ac.in](mailto:iqac@iisuniv.ac.in)

Please contact Dr. Monty Kanodia for any queries (Mobile No. 8875003281)

Note: Do not change the given format.

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

19 August, 2016

## **NOTICE**

A meeting of IQAC with the committee constituted to conduct Academic Audit is scheduled on 22 August, 2016 in Meeting room at 2.30 p.m.

Agenda of the meeting is enclosed herewith. Kindly make it convenient to attend the same.

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



September 15, 2016

## **NOTICE**

The Internal Quality Assurance Cell (IQAC) of the IIS University is a nodal centre to monitor the academic performance and other quality parameters of the University. Application are invited under the' **Earn While You Learn Scheme'** (EWYL) of the IIS University in which the students could help in the smooth functional of the cell by providing their services. The scheme is a unique feature aimed and promoting the immense valuation resource and involving them in management and development of the institution. It gives the students hands on experience, encourages them to learn about the dignity of labour and prepare them better to take a jobs in nature. The details regarding nature of work and payment norms are as follows:

1. Working hours           Between 9.30 to 5.00 p.m.
2. Payment                 As approved by the Management

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