# THE IIS UNIVERSITY, JAIPUR

#### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is 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.

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Dr. Raakhi Gupta Registrar

### AGENDA

ITEM	Agenda
Ι	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	Member
Registrar, IISU	Member
Prof. K.S. Sharma	Member
Advisor, IISU	Member
Dr. Subhash Garg	Member
Dean & Director, CRIT, IISU	Member
Prof. M.K. Sharma	Member
Dean, Faculty of Commerce & Management, IISU	hember
Prof. Pradeep Bhatnagar	Member
Dean, Faculty of Science, IISU	i lember
Prof. N.K. Jain	Member
Dean, Faculty of Arts & Social Sciences, IISU	i lember
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 Ms. Laxmi Tatiwala Sh. Sita Ram Gupta Executive Director, Lupin Human Welfare & Research Foundation (LHWRF)	External Member- (Academic) External Member- (Alumna)
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 minutos of the last
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
III		report be approved. <b>(Annexure-I)</b> 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 urther perception actions
/	Any other item with the - permission of the Chair	urther necessary action.

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

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Dr. Priyanka Mathur IQAC –Coordinator

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Dr. Ashok Gupta Vice Chancellor

#### **Annexure I**

Action taken report of IQAC meeting held	on	23	June 2	2015
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ITEM	RECOMMENDATIONS	ACTION TAKEN
Ι	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.	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
	Lichlights of u	No action required

## THE IIS UNIVERSITY, JAIPUR

#### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is 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

#### ITEM Agenda I To consider and approve the minutes of the last meeting held on 4 September, 2015 To consider and approve the Action taken report of the last meeting held Π on 4 September, 2015 To share the analysis of feedback obtained from the final year students of III April 2015 batch To apprise the members with the activities organized under the aegis of IV 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

#### AGENDA



### 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:

The following members attended the meeting:	
Name	Designation
Dr. Ashok Gupta	Chairperson
Vice Chancellor, IISU	
Prof. Raakhi Gupta	Member
Registrar	
Prof. K.S. Sharma	Member
Advisor, IISU	
Prof. Nisha Yadav	Member
Controller of Examination IISU	
Prof. Roopa Mathur	Member
Dean- Academics, IISU	
Prof. Pradeep Bhatnagar	Member
Dean, Faculty of Science, IISU	
Prof. M.K. Sharma	Member
Dean, Faculty of Commerce & Management,	
IISU	
Prof. N.K. Jain	Member
Dean, Faculty of Arts & Social Sciences, IISU	
Dr. Subhash Garg	Member
Dean & Director, CRIT, IISU	
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
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The following members could not attend the meeting:

Name	Designation	
Prof. Sardar Singh Ms. Laxmi Tatiwala Sh. Sita Ram Gupta Executive Director, Lupin Human Welfare & Research Foundation (LHWRF)	External Member- (Academic) External Member- (Alumna) External Member	
Mahendra Surana I.A.S.	External Member	
Sh. Rahul Kumar I.F.S.	External Member	
Dr. Neha Sharma	Member	



ITEM	iromi Chaturvedi	Student- Member		
	AGENDA	RECOMMENDATIONS		
Ι	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	on various decisions of the Cell and		
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.		
V	To apprise the members with the activities organized under the aegis of Internal Quality Assurance Cell in the last six months	<ul> <li>Members were apprised that the following activities were organized under the aegis of IQAC:</li> <li>1. A two day 'National Workshop on Research Plan &amp; Process was jointly organized by IQAC and CRIT on 14-15 February, 2015 at the IIS University.</li> <li>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 brainstorming on the courses based on 'Choice Based Credit System' (CBCS), so that the same can be</li> </ul>		

		<ul> <li>implemented in the university from the Academic Session 2016-17.</li> <li>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.</li> <li>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.</li> </ul>
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

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

Prujanka

Dr. Priyanka Mathur IQAC –Coordinator

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Dr. Ashok Gupta Vice Chancellor

### Annexure I

# 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	_

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# THE IIS UNIVERSITY, JAIPUR

#### NOTICE

A meeting of the **Internal Quality Assurance Cell** of this University is 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		
т			
I	To consider and approve the minutes of the last meeting held or 24 September 2015	1	
TT	21 September, 2015		
II	To consider and approve the Action taken report of the last meetingheld on 24 September 2015	2	
TTT		'	
III	To apprise the members about the information provided to:	-	
	• State Government for Ranking of Higher Education Institutions in		
	(a)aschart		
	Government of India for Ranking of Indian Universities under National     Institutional Papking Framework (NPPP)		
	Thousand Ranking Flamework (NIRE)	- 1	
	<ul> <li>Association of Indian Universities (AIU) for inclusion of information of the IIS University in the new edition of the UNIVERSITY of the UNIVERS</li></ul>		
	The ris onversity in the new edition of the 'All I universities the all and	- 1	
	bepartment of Science & Technology (DST) Cout of India		
	solution of the solution of the resolutions devoted to Decearch and		
	activities in the country		
IV	<ul> <li>Department of Scientific and Industrial Research (DSIR) Govt. of India</li> </ul>		
10	to inform the members regarding report on analysis of the fact it	1	
	publications as per the standard database viz SCOPIES Wob of Science		
V	- Index and Goode Scholar		
V	To share the reports of various committees with the members and invite		
	Feedback Monitoring Committee		
	Equal Opportunity Cell		
	Research Promotion Committee		
	Annual Report (2015-16)		
	Alumnae Association Committee		
	Chronicler Committee		
	Remedial Classes		
	<ul> <li>Students' Welfare Committee</li> </ul>		

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
Х	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	Member
Registrar, IISU	Member
Prof. K.S. Sharma	Member
Advisor, IISU	Member
Dr. Subhash Garg	Member
Dean & Director, CRIT, IISU	метиреі
Prof. M.K. Sharma	Member
Dean, Faculty of Commerce & Management, IISU	hember
Prof. Pradeep Bhatnagar	Member
Dean, Faculty of Science, IISU	
Prof. N.K. Jain	Member
Dean, Faculty of Arts & Social Sciences, IISU	
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
As. Deepshikha Bhatia	Special Invitee
Dr. Priyanka Mathur	Coordinator

The following members could not attend the meeting:

Name of Experts	Designation
Prof. Sardar Singh Ms. Laxmi Tatiwala Sh. Sita Ram Gupta Executive Director, Lupin Human Welfare Research Foundation (LHWRF)	External Member- (Academic) External Member- (Alumna)

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



I	To consider and approve the minu of the last meeting held	RECOMMENDATIONS
II	of the last meeting held	I I I I I I I I I I I I I I I I I I I
II		on dated 24 September, 2015 were
11	24 September, 2015	
	To consider and approve the Act	IOD Mombaus I I
	taken report of the last meeting h	eld taken on various decisions of the
	24 September, 2015	Cell and found them satisfactory
	2 · September, 2015	After detailed deliberations, it was
		resolved that the report be
III	To apprise the members about the	approved. (Annexure-I)
	information provided to:	
	<ul> <li>State Government for Ranking</li> </ul>	appreciated the efforts of IQAC
	rigner Institutions in Rajasthar	acked for here
	<ul> <li>Government of India for Rankir</li> </ul>	
	or Indian Universities under	
	National Institutional Rankin	Ig
	Framework (NIRF).	-
	<ul> <li>Association of Indian Universitie</li> <li>(AIII) for inclusion of the formation of the for</li></ul>	2S
	(AIU) for inclusion of informatio	n
	of the IIS University in the new edition of the 'AIU Universitie	∾
	Handbook'	S
•	Department of ci	8
	Technology (DST) Govt of India	k j
	for conducting National Survey	1
	on the resources devoted to	
	Research and Development	
	(R&D) activities in the country	
•	Department of Scientific and	
	Industrial Research (DSIR) Govt.	
/ To	o inform the members regarding	
re	port on analysis of the faculty	
pa	aper publications as per the data	of the University, taking total
Da	ISE VIZ. SCOPUS, Web of Science	publications in Research profile of
111	ulan Citation Index and Google	the University.
30	noidr	
То	share the reports of various	The following suggestions was
CO	mittees with the members and	The following suggestions were received from the members:
IIIV	ite suggestions:	Feedback Monitoring
•	Feedback Monitoring Committee	Committee
	Equal Opportunity Cell Research Promotion	<ul> <li>Committee should make</li> </ul>
•	Research Promotion Committee	changes in the format of the
•	Annual Report (2015-16) Alumnae Association Committee	report for suggestions to be
•	Chronicler Committee	given by the outgoing students.
•	Remedial Classes	

<ul> <li>Students' Welfare Committee</li> </ul>	
venare committee	<ul> <li>To add a column projecting the total number of respondents for</li> </ul>
	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
	<ul> <li>To publicize the schemes</li> </ul>
	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.
	<ul> <li>Submit a proposal to the</li> </ul>
	Management for giving some
	ree concessions or instituting
	scholarships for the
	<ul><li>economically weaker section.</li><li>Remedial classes should be</li></ul>
	arranged for students who are
	week in academics.
	<ul> <li>For Hindi medium students,</li> </ul>
	classes for English to be
	arranged.
	<ul> <li>To make students aware about the scholarship awarida bit</li> </ul>
	the scholarship provided by the University/State Govt. /UGC
	information should be sent to
	them on regular basis.
	Alumnae Association
	Committee
	<ul> <li>Association should have more interesting</li> </ul>
	interaction with Alumnae for
	taking their help in improving
	<ul> <li>placements of present students.</li> <li>More guest lectures by Alumnae</li> </ul>
	should be organised.
	Remedial Classes
	<ul> <li>Heads of various departments</li> </ul>
	should be instructed to prepare
	two time-tables: Master time
	table and time table for remedial classoc. In most
	remedial classes. In master time table, heads should put
	free slots of faculty
	membersfor remedial classes

displayed on the notice board.         Students' Welfare Committee         • Separate list should be prepared for cultural activities and welfare activities.         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.       Members were informed that the process for applying to DST under FIST scheme is under way. The cuparter of faculty, evaluative report of the department, feedback from students and academic progress monitoring of students.         VIII       To consider & approve the IQAC Calendar for the session 2016-17         XK       To consider & approve the IQAC Calendar for the session 2016-17         XK       To consider & approve the IQAC Calendar for the session 2016-17         XK       To consider & approve the IQAC Calendar for the session 2016-17         XK       To consider & approve the IQAC Calendar for the session 2016-17         XK       To consider & approve the IQAC Calendar for the session 2016-17         XK       To conduct a workshop and invite IQAC experts from other Universities.         XK       To conduct a workshop and invite IQAC experts from other Universities.         XK       To conduct a workshop and invite IQAC experts from other Universities.         XK       To conduct a workshop and invite IQAC experts from other Universities.			
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VI       To inform the members about AQAR report to be submitted to NAAC in July, 2016.       The suggestions were noted.         VII       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 for 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 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 approved the Vice Chancellor for constituted. The members unanimously authorized the Vice Chancellor for constituting the required committees for the purpose.         IX       To consider & approve the IQAC for proposal of IQAC of last 3 years to be displayed on the cover page of IQAC report.         IX       To consider item with the permission of the Chair.       Members accorded the following suggestions:         IX       To consider item with the permission of the Chair.       Members accorded the following suggestions for the desired outputs by IQAC in next Academic year.         IX       To conduct a workshop and invite IQAC experts fr			displayed on the notice board
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observations and action taken
on them.
<ul> <li>In the conduct of Academic audit: At least two External members should be taken.</li> </ul>
<ul> <li>To separate UGC and IQAC cell so that IQAC can be strengthened.</li> </ul>
<ul> <li>IQAC should design such practices which ensure internal quality.</li> </ul>
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.

Prujanta

Dr. Priyanka Mathur IQAC –Coordinator

Manne

Dr. Ashok Gupta Vice Chancellor

# Action taken report of IQAC meeting held on 24 September 2015

ITEM	RECOMMENDATIONS	ACTION TAKEN
Ι	The minutes were unanimously confirmed.	ACTION TAKEN
II	Members took note of the action taken report and found them satisfactory and approved.	No action required 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.	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 IOAC.	No further action required
V	<ul> <li>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.</li> <li>The following Composition of Academic Audit was proposed which was unanimously approved by the members: <ul> <li>Chairperson</li> <li>Two senior faculty members from the institution</li> <li>One/two external experts</li> </ul> </li> </ul>	Suggestions were noted and action to be taken in the upcoming session.
	Members were informed that IQAC has devised proforma to receive departmental information on continuous basis. The members approved of the same.	No action required