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**Minutes of the 18<sup>th</sup> Meeting of the Internal Quality Assurance Cell (IQAC) of the ICFAI University, Dehradun held on September 16, 2024 at 10:30 hrs. in Board room, IUD**

**Members present:**

Prof. (Dr.) Ram Karan Singh (Vice-Chancellor)	Chairman
Dr. Ramesh Chand Ramola (Registrar)	Member
Prof. (Dr.) Arun Kumar Singh (Director, IQAC)	Member
Mr. Amit Kumar Bera (Deputy Director, IQAC)	Member
Prof. Latha Pillai (Senior Advisor, ICFAI Group)	Member
Prof. T.S Rama Krishna Rao (Dean, Accreditation IBS) (through video conferencing)	Member
Prof. Tapan Kumar Chandola (Dean, ILS)	Member
Prof. Santanu Roy (Director, IBS)	Member
Dr. Sanjeev Kumar (Associate Dean, ITS)	Member
Dr. Meena Bhandari, (Dean/In-charge, IEd.S)	Member
Mr. G. F. Chakravarthi (Controller of Examinations)	Member
Mr. Manohar Sisodiya (Deputy Librarian)	Member
Mr. Mohit Kumar Arya (IT Coordinator)	Member
Mr. Abhinav Joshi (Student Nominee) (through video conferencing)	Member
Ms. Pratima Menon (Nominee from local Society) (through video conferencing)	Member

**Special Invitees:**

Dr. Alka N. Choudhary (Principal, ICFAI School of Pharmaceutical Sciences)

The 18<sup>th</sup> meeting of the Internal Quality Assurance Cell (IQAC) commenced with a warm welcome from the Chairman, who extended greetings to all the esteemed members present. The meeting was graced by the presence of the members and invitees, contributing to a diverse and knowledgeable assembly.

**18.01 Grant of Leave of absence, if any**

The following members were unable to attend the meeting Dr. Monica Kharola (Associate Dean, ILS), Dr. Puneet Kumar Gupta (Research Coordinator), Ms. Neetu Jaitely (Stakeholders Nominee), Ms. Megna Sharma (Nominee from Alumni), Adv. Meenakshi Yadav (Nominee from Employers), and Mr. Ritesh Dhiman (Nominee from Industry). In acknowledgment of their unavoidable absence, leave of absence was granted.

**18.02 Confirmation of the Minutes of the 17<sup>th</sup> Meeting of the IQAC**

The minutes of the 17<sup>th</sup> Meeting of the Internal Quality Assurance Cell (IQAC) of The ICFAI University, Dehradun, held on September 16, 2024, were confirmed during the 18<sup>th</sup> IQAC meeting. Members emphasized the importance of timely implementation of

all the points discussed in the previous meeting. The minutes were approved by all members.

### **18.03 Follow up Action on the Minutes of the 17<sup>th</sup> Meeting of the IQAC**

The IQAC members expressed appreciation for the proactive efforts undertaken in response to the valuable inputs provided by esteemed members. These commendable initiatives included:

- a) Integration of IKS into the curriculum to preserve and disseminate traditional knowledge and cultural heritage.
- b) The University successfully registered on the Academic Bank of Credits (ABC) portal, paving the way for a seamless credit transfer system in line with the NEP 2020 guidelines.
- c) Establishment of a standardized Standard Operating Procedure (SOP) for offering Massive Open Online Courses (MOOCs), ensuring quality and uniformity in online learning.
- d) Completion of the registration process with the UGC UTSAH Portal to effectively track and support the implementation of the National Education Policy, 2020.

The committee members proposed several key recommendations to support the university's ongoing improvement and alignment with institutional and national priorities. They emphasized the need for the Student Record Department (SRD) to maintain a comprehensive and updated alumni database. Additionally, the committee recommended that the university should prepare its Institutional Development Plan (IDP) to enhance global outreach and collaborations. The SRD was also advised to prepare a detailed list of undergraduate students pursuing higher studies after completing their degrees at the university. Furthermore, for the upcoming 11<sup>th</sup> Convocation, it was suggested that the alumni data, including current employment status, be collected by the respective departments and submitted to the SRD for consolidation. Lastly, the committee suggested the university to draft a formal letter to the NAAC office, requesting an extension to submit the NAAC Accreditation Application under the new Binary Accreditation Framework.

### **18.04 Metric Wise Progress Report (*Binary Accreditation Framework*)**

The IQAC presented a Metric-Wise Progress Report aligned with the draft Binary Accreditation Framework as of September 16, 2024. This report offered a comprehensive analysis of the institution's current performance across the ten attributes outlined by NAAC, serving as a preparatory measure for the upcoming accreditation. The presentation included in-depth attribute-wise insights for each metric, providing a detailed overview and inviting constructive inputs to guide strategic improvements. This progress report stands as a critical foundational document, enabling informed decision-making and proactive measures to elevate the institution's compliance with NAAC standards and enhance its overall standing.

The members of the IQAC expressed appreciation for the detailed presentation of progress metric-wise. They further recommended the following actions:

- a) The university should ensure that the faculty-student ratio is maintained at or below 1:30, meeting academic and regulatory benchmarks.

- b) The university should calculate the average expenditure on research resources for each item year-wise over the last three years (2021-22, 2022-23, and 2023-24), as per Metric 3.3.
- c) A document detailing the ratio of capital income versus capital expenditure and revenue income versus revenue expenditure should be prepared with assistance from the Headquarters, aligning with Metrics 4.1 and 4.2.
- d) The university should prepare a list of sanctioned faculty positions and have it approved by the Board of Management (BoM) and Board of Governors (BoG). The committee emphasized minimizing the gap between sanctioned positions and actual intake.
- e) A committee should be formulated to identify, document, and promote the university's best practices and unique selling points (USPs).
- f) Ensure all university committees are properly structured and functional, adhering to governance standards.

### **18.05 IQAC Progress Report**

The Council was informed that the Internal Quality Assurance Cell (IQAC) of The ICFAI University, Dehradun, successfully conducted an audit covering Green, Energy, ISO 14001, and ISO 50001 standards on July 4-5, 2024, by CDG Inspection Limited. Prior to the audit, IQAC prepared and obtained approval for several key policies and plans, including the Environment Policy, Energy Policy, Waste Management Policy, and others. This initiative aligns with the new binary accreditation system, particularly addressing sustainability outcomes and green initiatives, and reflects the university's commitment to continuous improvement and environmental stewardship.

### **18.06 Future Goals**

The university's ongoing efforts in organizing various activities and events as part of the preparation for the upcoming NAAC accreditation were discussed with the committee members.

### **18.07 Other Information Items**

The members informed the following points:

- a) Ph.D. students should be excluded from the total student count wherever it is reported.
- b) Faculty members who have worked for a minimum of 10 months in an organization shall be considered as full-time faculty.
- c) The university should ensure that the proportion of visiting faculty does not exceed 10% of the total faculty appointments.

### **18.08 Any Other Items**

No additional items were discussed during the meeting.

### **18.09 Date for the Next meeting**

It was agreed that the date of the next meeting will be fixed in consultation with the Chairman and will be intimated later.

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

Prof. (Dr.) Ram Karan Singh  
Chairman