

**The 30th Meeting of the
IFHE Internal Quality Assurance Cell**

**Date & Time:
January 12, 2018 at 10.30 hours**

Venue:
**The Conference Hall
IFHE, Hyderabad**

AGENDA ITEMS

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Part – A
Statutory Items

Item 30.01
Grant of Leave of Absence

Item 30.02
Minutes and Follow up Action of the 29th IQAC Meeting

The Minutes and Follow up Action of the 29th IQAC Meeting will be taken up in the next IQAC meeting

Part – B
Discussion Items

Item 30.03

Discussing the readiness for the ensuing UGC-AICTE-BCI Expert Committee Visit during January 19-21, 2018.

The IQAC meeting was held to discuss the readiness for the UGC-AICTE-BCI Expert Committee Visit during Jan 19-21, 2018, to review the functioning of the ICFAI Foundation for Higher Education (Deemed to be University, u/s 3 of the UGC Act 1956.

The following committee members were appointed by the UGC:

1. Prof.(Dr.) R. Venkata Rao, Vice-Chancellor, National Law School of India University, Bangalore. Chairman
2. Dr. B. A. Prajapati, Vice Chancellor, Hemchandracharya North Gujarat University, Patan -384 265, Gujarat. Chairman, AICTE Committee
3. Prof. Rajeev Kumra, Indian Institute of Management, Lucknow, Noida Campus, B-1, Sector-62, Noida – 201 307.
4. Prof. (Ms.) L Suganthi, Faculty of Management Studies, Anna University, Chennai-600025
5. Sh. Ramchander Rao. N, Sr. Advocate, Member, BCI, 12-13-336/1, Street No.2, Lane No.6, Behind Sanghi College, Tarnaka, Secunderabad
6. Dr. G. Srinivas, Joint Secretary UGC-SERO, Hyderabad

Deliberations

1. All Heads of departments showcased their brief presentations, prepared for the UGC team.
2. The schedule for the three days was shared for the benefit of all teaching and non-teaching staff of the University.
3. In view of the UGC teams' visit, apart from Jan 19th (Friday), Jan 20th (Saturday) and Jan 21st (Sunday) shall also be normal working days. All classes scheduled for Monday should be held on Saturday, Jan 20th and all classes scheduled for Tuesday should be held on Sunday, Jan 21st. Decision about compensatory holidays in lieu of working days on Saturday Jan 20th and Sunday Jan 21st shall be informed later.
4. The three heads of faculties and other teaching and non-teaching staff of the University should be well-prepared and be present during the ensuing visit of the UGC team.
5. Advised Prof. M. Bhaskara Rao to make preparations for conducting a 2-day NAAC sponsored seminar on Feb. 27-28, 2018, in the campus. Necessary information may be given to Prof. Debapratim Purkayastha for updating the website about the proposed NAAC seminar. It was informed that ICFAI group Vice Chancellors/Registrars/Deans/IQAC Coordinators would be invited to attend this seminar as all of them are aspiring for NAAC accreditation. In addition, invitations would be sent to Vice Chancellors/Registrars of other Universities in the Southern states of Telangana, Andhra Pradesh, Karnataka, Tamil Nadu, Kerala and Puducherry to participate in the seminar. Advised Mr. Samad to make necessary arrangements for the NAAC seminar, particularly accommodation, and obtain required approvals, if required.
6. Steps to be taken to ensure that there are no information gaps in our website prior to the visit of the UGC team.

7. Heads of faculties of management, law, and science and technology to go through the faculty profiles of their respective faculty members and inform changes, if any, to Prof. Debapratim Purkayastha, for updating the same in the website. This exercise should be completed by Jan 4th.
8. Inform the website team about the correct contact numbers of IFHE, which must be updated in the website.
9. Prof. Madhavi, Student coordinator to organize Swami Vivekananda's birth anniversary on Jan 8th through student club.
10. All heads of faculties to ensure that information should be conveyed to all students about viewing 'SWAYAM' programs. Information about 'SWAYAM' should also be provided in the course handouts. Before the UGC team's visit, feedback from students about 'SWAYAM' must also be obtained by respective faculties.
11. Department of Economics to take the lead in organising a workshop on economic survey, immediately after the presentation in the parliament and before the panel discussion on budget in our University.
12. Registrar to take note of the Supreme Court's directive to have 'Online Anti-ragging application' signed by each student and their parent/s and convey the University's compliance of the same to UGC.
13. Advised Prof Mahesh Kumar Soma to be prepared to brief the UGC team about our Alumni association, in particular about their role in enhancing the knowledge and skills of students through their participation in counselling students through Group Discussions (GD) and Personal Interviews (PI).
14. Advised Prof T S Ramakrishna Rao to have: a. five to six copies of all 12 journals displayed, b. all annual reports 2012 – 17 to be kept in shelves, c. all convocation addresses of Chancellor and Vice-Chancellor to be displayed for the benefit of the UGC team.
15. Information to be provided by all the Heads of department about: a. Research projects undertaken for the last five years, i.e., 2012 – 17, b. Summer Internship Projects, Internships, Legal Internship Projects, c. Details of journals with names of Consulting Editors, d. Details of all clubs with information about such clubs having faculty members as in-charge, e. Awards, distinctions and faculty achievements; to be made available.
16. Mentioned that during their presentations to the UGC team, Area heads should very briefly focus on both faculty and students' achievements.
17. Urged the three heads of faculties and other members that our achievements such as strong industry-academia partnership, academic processes (AC/BoS), undertaking developmental activities in surrounding villages as a part of CSR, hosting Doctoral Theses Conferences on a regular basis etc. should also be highlighted during our interaction with the UGC team.
18. Urged all the three heads of faculties to project our future plans of creating new canter of excellence, schools, new courses etc., adequately to the UGC team.
19. Informed that on Jan 21st (Sunday) only such faculty and staff who have been invited to attend this 23rd SMC meeting (held on Jan 16th) should report for duty. They should be informed accordingly by the Registrar. Transport arrangements are to be made for such faculty and staff for travel to and back from campus.

20. Advised Prof T S Ramakrishna Rao to facilitate display of various items as mentioned under item no: 13 of the minutes of the 22nd SMC meeting.
21. The BBA Makeup and special examinations scheduled to be held on Jan 20th (Saturday) and Jan 21st (Sunday) are postponed in view of the UGC team's visit to Feb 3rd (Saturday) and Feb 4th (Sunday) respectively.
22. Effectuated all changes required to be done in the PPTs. In particular, the features relating to 'Uniqueness', 'Innovation' and 'Best Practices' were thoroughly reviewed.
23. Advised Dean, ICFAI Business School to inform the Chief Librarian about the necessary arrangements to be made for display of Reference/Non-reference books, Dictionaries/Encyclopaedia etc.
24. After detailed deliberations the following schedule was decided for sending to the Expert Committee for their approval:

Schedule of Expert Committee Visit to ICFAI Foundation for Higher Education, Hyderabad (Deemed University) to Review of the functioning of Institutions Deemed to be Universities

Date: 19.01.2018 (Day One)

- 09.00 AM to 09.30 AM Proceeding to the University
- 09.30 AM to 10.00 AM Visiting Committee Discussion
- 10.00 AM to 11.00 AM Presentation by the Vice Chancellor followed by Discussion.
- 11.00AM to 01.30PM Visit to Academic Departments (Two sub-teams to simultaneously visit Different departments)
- 01.30 PM to 02.30 PM Interaction with the Management over Working Lunch.
- 02.30 PM to 05.00 PM visit to Academic Departments to Continue
- 05.00 PM to 06.00 PM Cultural programme (to showcase extracurricular talent of students)

Date: 20.01.2018 (Day Two)

- 10.00AM to 11.30 AM Visit to Infrastructural Facilities (Library; Laboratories, Playground; Hostels & other facilities)
- 11.30AM to 12.00 PM Interaction with Faculty
- 12.00 PM to 12.45 PM Interaction with Staff.
- 12.45 PM to 01.30 PM Interaction with Alumni.
- 01.30 PM to 02.00 PM Interaction with Students.
- 02.00 PM to 03.00 PM Working Lunch-
- 03.00 PM to 05.30 PM Verification of documents, Team Discussion and Report writing

Date: 21.01.2018 (Day Three)

10.00 AM to 12.00 PM Finalization of Report.

12.00 PM Exit Meeting

01.30 PM Lunch

Part - C
Other Items

Item 30.04
Other Information Items

There were no items under this head.

Item 30.05
Any Other Items

There were no items under this head.

Item 30.06
Date for Next Meeting

It was agreed that the date for the next meeting of the Internal Quality Assurance Cell would be May 23, 2018.