

The 40th Meeting of the IFHE Internal Quality Assurance Cell

Date & Time:

**August 12, 2021 at 11.00 hours
Online**

Venue:

IFHE, Hyderabad

AGENDA ITEMS

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Part - A
Statutory Items

Item 40.01
Grant of Leave of Absence

Item 40.02

Minutes and Follow up Action of the 39th IQAC Meeting

Minutes and Follow up Action of the 39th IQAC Meeting of, The ICFAI Foundation for Higher Education (Deemed-to-be-University u/s. 3 of the UGC Act, 1956) held online on July 29th, 2021.

The following members were present:

1. Dr. J Mahender Reddy – Chairman
2. Dr. R P Mohanty
3. Dr. Y R Haragopal Reddy
4. Dr. S Vijayalakshmi
5. Dr. M Srinivasa Reddy
6. Dr. C S Shylajan
7. Dr. K S Venugopal Rao
8. Dr. Tamma Koti Reddy
9. Dr. M Sitamma
10. Dr. D Satish
11. Prof. Cheedi Srinivas
12. Dr. Samyadip Chakraborty
13. Prof. Mahesh Kumar Soma
14. Prof. L Shridharan
15. Dr. V Nagi Reddy
16. Col. S P Viswanath
17. Dr. Elizabeth Zacharias
18. Dr. Shakeel Hashmi
19. Dr. K Pushpa
20. Prof. T S R K Rao
21. Dr. P N Sindhuja

The following Special Invitees were present:

1. Dr. Hemalatha Devi
2. Dr. M Bhaskar Rao
3. Dr. M. Sainath
4. Prof. G Madhavi
5. Dr. Padmavathi V
6. Mr. Indranil
7. Dr. Sudheer Hanumanthakari
8. Prof. Narasimham V V L
9. Dr. A Chandra Sekhar
10. Dr. Ravi Kumar
11. Dr. Barla Madhavi
12. Mr. Sanjib Dutta

Dr. J Mahender Reddy, Vice Chancellor, presided over the meeting and the following items of business were transacted:

39.01 Grant of leave of absence, if any

Prof. Bhanoji Rao, Prof. K P Reddy, Prof. AV N Rao, Col. Vishwanath and Dr. Sainath could not attend the meeting. Leave of absence is granted.

39.02 Confirmation of the Minutes of the 38th meeting of the Internal Quality Assurance Cell

The minutes of the 38th meeting of the Internal Quality Assurance Cell was confirmed.

39.03 Follow up action on the Minutes of the 38th meeting of the Internal Quality Assurance Cell

The follow up action on the Minutes of the 38th was reviewed.

39.04	<p>Observations on the Quantitative Metrics of all the seven Criteria</p> <p>Suggestions/Observations are summarized below:</p>
	<p style="text-align: center;">Criteria I</p> <p>1.3.2 - Value-added courses</p> <p style="padding-left: 40px;">It is suggested to ensure the submission of all documents related to value-added courses.</p> <p>1.3.4 - Internships/Field visits/Research projects</p> <p style="padding-left: 40px;">It is suggested to explore the possibilities of arranging internships for BBA students through various sources and complete the task by 30th August, 2021.</p> <p style="text-align: center;">Criteria II</p> <p>2.1.1 - Demand Ratio</p> <p style="padding-left: 40px;">It is suggested to reduce the gap between approved number of seats and number of admissions in FST and FoL.</p> <p>2.3.3 - Mentor-Mentee Ratio</p> <p style="padding-left: 40px;">It is suggested to assign mentees (students) to all the faculty members of IFHE to maintain a maximum ratio of 1:20.</p> <p style="padding-left: 40px;">List of the students assigned, circulars and the minutes of the meeting to be submitted by 15.08.2021.</p> <p>2.5.2 - Student Grievances on Evaluation</p> <p style="padding-left: 40px;">It is suggested to include all the student grievances in the Examination Annual report for all the five years. Respective schools have to provide the grievances to the CoE by 5th August, 2021.</p> <p>2.5.4 - Status of automation of Examination division</p> <p style="padding-left: 40px;">It is suggested to include the minutes of the meeting of the examination committee on automation processes in the examination department annual report for the last five years and submit by 5th August, 2021.</p> <p>2.7.1 - Student Satisfaction Survey</p> <p style="padding-left: 40px;">It is suggested to take the help of mentors to create awareness regarding the survey among the students.</p>

Criteria III

3.1.2 - Seed Money Projects

It is suggested to sanction SEED projects before September 30th, 2021.

It was reported that the letters of the approved mini projects would be sent in a week's time.

3.3.2 - Workshops/Seminars conducted on RM, IPR, Entrepreneurships and Skill Development

It is suggested to gather full details on the seminars/webinars conducted by IIC from 2018, Icfai Staff College, IBS, FST and FoL and submit by 15.08.2021. The evidence includes circulars/notices, two-page write up, Q&A, Attendance reports, Photos.

3.4.1- Code of Ethics for Research

The document needs approval from the BoM.

3.4.7 - E-content

1. *For e-PG-Pathshala*
2. *For CEC (Undergraduate)*
3. *For SWAYAM*
4. *NPTEL / NMEICT / any other Government Initiatives*

It is suggested to include ATAL FDP conducted as any other government Initiatives

3.5.2 - Consultancy and Corporate Training

It is suggested to explore the possibility of generating more revenue through consultancy and corporate training activities in the next 2months.

3.6.3 - Extension and Outreach activities

It is suggested to gather all the information related to the extension activities during the last five years. Also, it is suggested to conduct more activities to improve the score.

3.7.2 - Functional MoUs

It is suggested to give utmost priority to increase the number of functional MoUs as well as to organize activities with MoU organizations.

Criterion 4 – Infrastructure and Learning Resources

Audit statement to be submitted within a week 6.08.2021.

Criterion 5 - Student Support and Progression (100)

5.1.3: Following Capacity development and skills enhancement initiatives are undertaken by the institution

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *Awareness of trends in technology*

All schools have to submit the data by 15th August, 2021.

5.1.4: The Institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. *Implementation of guidelines of statutory/regulatory bodies*
2. *Organisation-wide awareness and undertakings on policies with zero tolerance*
3. *Mechanisms for submission of online/offline students' grievances*
4. *Timely redressal of the grievances through appropriate committees*

It is suggested to submit all the relevant data with evidence on or before 21st August, 2021.

5.2.1: Average percentage of students qualifying in state/ national/ international level examinations during the last five years

(eg: NET/SLET/GATE/GMAT/CAT/GRE/JAM/IELTS/TOEFL/ CLAT/ Civil Services/ State government examinations)

It is suggested to collect the data from the outgoing students when they come for collecting their transcripts.

5.3.1: *Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/ state/national/international events (award for a team event should be counted as one) during the last five years*

Minimum 200 is needed for this metric. Student coordinators are requested to check previous mails as well as to contact Alumni for the same.

Criterion 6 – Governance, Leadership and Management

6.3.3: *Average number of professional development / administrative training Programmes organized by the institution for teaching and non teaching staff during the last five years*

6.3.3.1: Total number of professional development / administrative training Programmes *organized* by the Institution for teaching and non teaching staff year-wise during the last five years

It is suggested to conduct training for staff and non-teaching staff and increase the number to 200.

6.3.4: *Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years*

(Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course)

It is recommended to conduct the FDP from each department in the next 2 months to increase the number.

6.4.2: *Funds / Grants received from government bodies during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)*

Funds received from Govt for conducting workshop, Conference etc., to be included. Eg. NAAC, AICTE, ATAL etc.,

6.4.3: *Funds / Grants received from non-government bodies, individuals, philanthropists during the last five years for development and maintenance of infrastructure (not covered under Criteria III and V)*

Funds received in the form of sponsorships from non Govt bodies for conducting workshops, Conferences, Student events etc., to be included.

39.05	Other Information Items
	-Nil-
39.06	Any Other Items
	-Nil-
39.07	Date for the next meeting
	It was agreed that the date for the next meeting of the Internal Quality Assurance Cell would be on August 26 th , 2021

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

J Mahender Reddy
Vice Chancellor

Item 40.03

Follow up Action on the Minutes of 39th Internal Quality Assurance Cell Meeting held on July 29th, 2021.

The suggestions made by the esteemed members will be considered to enhance the NAAC score, taking into account the new reckoning period of June 1, 2016 - December 31, 2021.

Sl. No.	Description	Resolution	Action Taken
1.	Mini Seed Money Projects	It is suggested to issue the letters	<i>Under implementation</i>
2.	Examination Annual Report	It is suggested to include the student grievances related to the examination system in the annual report	<i>Under implementation</i>
3.	Professional Development Programs for teaching and non-teaching staff	It is suggested to organize workshops in relevant areas of interest	<i>Work in progress</i>

Part - B
NAAC 2021: Self Study Report
Progress Report on
Quantitative Metrics

Item 40.04
Discussion Points

A. Structured feedback on curriculum design from the following stakeholders to be gathered:

S. No.	Feedback from	Responsible person
1.	Students	Uploading the feedback questionnaire on SIS/LMS – Mr. Madhusudhan Rao Circulating the questionnaire as google Forms through students clubs – Prof. Madhavi (IBS), Prof. JSK Chakravarthi (IBS), Prof. Gangi Reddy (FoL), Prof. Shylajan, Prof. Srinivas Reddy, Prof. A V N Rao
2.	Faculty Members	Circulating Google Forms – Prof. Shylajan, Prof. Srinivas Reddy, Prof. A V N Rao
3.	Alumni	Circulating the questionnaire as Google Forms – Prof. Mahesh Soma (MBA), Prof. J S K Chakravarthi (BBA), Alumni Coordinators (FST/FOL), Deans/Directors of schools
4.	Employer	Circulating the questionnaire as Google Forms to recruiters – Mr. Cheedi Srinivas

B. The details related to *FDP/Seminars/Webinars conducted* by IIC, ICFAI Staff College, CRC, IBS, FST, FOL, SOA, and CWD have to be gathered. This includes an action plan on the topic, resource person, time slot of the program, brochure of each program by the following heads.

S. No.	Dept.	Heads	Required No of Work shops
1.	IIC (Institutions' Innovation Council)	Dr. Sainath	6
2.	ICFAI Staff College	Dr. M Bhaskarao / Col. S Viswanath, Mr. Samad Noorus, Mr. Indranil, Mr. B S Rao, Mr. Vittal, Mr. Madhusudan.	65

S. No.	Dept.	Heads	Required No of Work shops
3.	CRC	Prof. Sanjib Dutta	10
4.	IBS	Dr. C. S. Shylajan	125
5.	FST	Dr. Srinivasa Reddy M	20
6.	FOL	Dr. A V N Rao	10
7.	SOA (School of Architecture)	Prof. VVL Narasimham / Prof. Neelima	10
8.	Center for Women Development	Dr. V Padmavathi	20

It is suggested to conduct workshops of 45 minutes each (60 nos) for Non-Teaching Staff by administrative Heads on the themes like report writing, fundamentals of excel, stress management, gender sensitization, behavior pattern in the organization etc. It is also suggested that Faculty from Law school and faculty from soft skill dept can also be resource people for these programs. It is suggested to conduct online gender sensitization programs (maximum 20 nos) by CWD dept. It was suggested to consult Prof.Susheela Kaushik and Prof. Glory Swaroopa, Director MSME for conducting online programs. It is suggested to include workshops conducted before starting of any Conference under this head as most of the workshops are related to Research methodology. Prof.Koti Reddy will give information on nearly 6 workshops which were conducted during DTC which will be conducted every year. It is suggested to prepare the “Gender Sensitization Action Plan” in a common template focusing on facilities for women employees, safety in the campus, day care facilities, and medical facilities for women in the campus by CWD Dept.

- C. It was informed that the heads four schools should encourage faculty members to explore the possibility of publishing chapters in books and papers in conference proceedings with ISBN numbers in the next three months. It was suggested that each school may come up with proposed chapters and conference proceedings books by August 31, 2021 and submit the list to the Registrar. It was informed that along with ISBN No., ISSN No. are also considered for NAAC purpose. It is suggested to discuss with Mr.GRK murthy and complete by task by August 31, 2021

- D.** It is strongly recommended to gather the data on student progression onto the next level of education from the outgoing Students of all UG programs. The concerned departments (SSD/Examinations) are requested to make a note of this. Admission letters need to be collected from students going for higher studies. Similarly, the data on NET/SLET/GATE/GMAT/CAT/GRE/JAM/TOEFL/IELTS/Civil Services/CLAT/State Govt. examinations also need to be collected from the outgoing students. It is suggested to call the outgoing batch of BBA,BBA-LLB, B.Tech students if required to collect this information (Prof. Srinivasa Reddy, Prof. AVN Rao, Prof. Shylajan, Prof.Sridharan, Mr.Madhusudhan Rao, Mr.Ravi Parsi)
- E.** To improve the Mentor-Mentee ratio, it is suggested to assign mentees (students) to all the faculty members of IFHE and update relevant documents for last five years and submit with all evidence by 15th August (Prof. Srinivasa Reddy, Prof. AVN Rao, Prof. Shylajan, Mr.Madhusudhan Rao).
- F.** It is suggested to conduct a meeting with Mr. Madhusudhan Rao, Mr. KSR and MR. YSR to sort out the issues related to the landing page for accessing library resources and present the update on Aug 12th 2021 meeting. (Mr. Madhusudhan Rao, Mr. KSR and MR. YSR).
- G.** It is informed that so far 67 MoUs are signed and out of which 43 are active. It is being informed to look into the remaining MoUs by respective heads and take immediate action on missing MoUs. The entire work should be completed by August 12th, 2021 (Heads of 3four schools)
- H.** It was suggested to prepare the *policy documents and minutes of meetings on the Committees namely IIC, Anti-ragging, etc.* It is also suggested to provide the information on no. of cases handled in the last 5 years with proofs. (Mr. Samad Noorus/ Col. Vishwanath).
- I.** It is suggested to provide *geotagging* to all the photographs to be uploaded for NAACwith name of the University, location to be mentioned in the photo by August 30th 2021 (Col.Viswanath)
- J.** The Evaluative Report of the Department to be prepared considering the assessment period as 2016-17 to 2020-2021. All the department heads are requested to update the evaluative report to include 2020-21 and to remove 2015-216.
- K.** As a one-time approval, Rs. 5900/- per faculty has been sanctioned to be credited into the salary accounts of faculty members towards paid membership in professional bodies and to attend paid webinars in the next two months. The Directors/Deans/area heads are requested to communicate this information to all the faculty members and ensure that they utilize this amount towards membership in professional bodies and/or paid webinars/seminars on or before 30th Sept 2021 and submit the receipt latest by 7th Oct 2021.

Part – C
Other Items

40.05 Other Information Items

40.06 Any Other Items

40.07 Date for the Next Meeting

It is suggested to meet on August 26, 2021