

**The 42nd Meeting of the
IFHE Internal Quality Assurance Cell**

Date & Time:

**September 30, 2021 at 11.00 hours
Online**

Venue:

IFHE, Hyderabad

AGENDA ITEMS

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Part - A
Statutory Items

Item 42.01
Grant of Leave of Absence

Item 42.02

Minutes and Follow up Action of the 41st IQAC Meeting

Minutes and Follow up Action of the 41st IQAC Meeting of, The ICFAI Foundation for Higher Education (Deemed-to-be-University u/s. 3 of the UGC Act, 1956) held online on August 26th, 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. C S Shylajan
6. Dr. K S Venugopal Rao
7. Dr. Tamma Koti Reddy
8. Dr. M Sitamma
9. Dr. D Satish
10. Dr. JSK Chakravarthi
11. Dr. Samyadip Chakraborty
12. Prof. Mahesh Kumar Soma
13. Dr. V Nagi Reddy
14. Col. S P Viswanath
15. Dr. Elizabeth Zacharias
16. Dr. Shakeel Hashmi
17. Dr. K Pushpa
18. Prof. T S R K Rao
19. 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. Prof. Sashikala P
7. Mr. Indranil
8. Dr. Sudheer Hanumanthakari
9. Prof. Narasimham V V L
10. Dr. A Chandra Sekhar
11. Dr. Ravi Kumar
12. Dr. Barla Madhavi
13. Mr. Sanjib Dutta

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

41.01 Grant of leave of absence, if any

Prof. Bhanoji Rao, Prof. A V Rao, Prof. L Shridharan, Mr. Cheedi Srinivas and Prof. Neelima could not attend the meeting. Leave of absence is granted.

41.02 Confirmation of the Minutes of the 40th meeting of the Internal Quality Assurance Cell

The minutes of the 40th meeting of the Internal Quality Assurance Cell was confirmed.

41.03 Follow up action on the Minutes of the 40th meeting of the Internal Quality Assurance Cell

The follow up action on the Minutes of the 40th was reviewed.

41.04	<p>Observations</p> <p>Suggestions/Observations are summarized below:</p>
	<ol style="list-style-type: none"> 1. Staff Development Programmes (SDPs) by Icfai Staff college – It was recommended to depute 5 staff members from each school daily to attend the program for next one month. 2. Workshops/webinars were confirmed by the respective departments – Number of workshops confirmed by FoL is 20 (confirmed by Prof. AVN Rao in the 40th IQAC Meeting). It is suggested to increase the number of workshops from SOA in association with FST. It is recommended that list of planned workshops/seminars and No. conducted till date has to be shown in the agenda from next meeting. IBS conducts webinars every Friday and Saturday. Seminars happening at SOA with industry experts has to be captured. 3. It is suggested to have a central repository for capturing the data and evidence related to all activities and events at IFHE. A link has to be created for this purpose. 4. It is suggested to circulate the list of all the MoUs to respective schools. It is requested to submit the scanned copy of the MoU (wherever applicable), List of activities under each MOU, brochures, circulars, certificates any other documents related to the functioning of MOU by 10th Sept, 2021. Necessary steps to be taken to ensure that inactive MOUs are functional. 5. Preparation of the <i>policy documents and submission of the minutes of meetings on various Committees and the reports</i> will take one more week. (Col. Vishwanath/Mr. Samad) 6. Feedback from Alumni and Employers – Prof. Mahesh Soma has to follow up through ARC. Employer feedback received are too low. Each school has been given target. IBS should get at least 50 employers feedback. FST should target 20 and FoL should target 50 employers. It is suggested that FoL should include all the Senior Advocates where our law graduates have joined as assistants. 7. Progression to higher education – Dr. JSK Chakravarthy reported that 289 responses have been collected out of which 164 are higher education, 45 are family business and 86 are doing jobs. For current year 51 students have gone for higher education. 8. GRE/GMAT/GATE/TOEFL/IELTS/NET/SLET/other competitive exams – Data received is 105 (too low). It is suggested to increase the number to around 800 for the past five years 9. Questionnaires on Environment and Energy Audits have been forwarded to the Director-Administration. It would be filled and sent by 30.08.2021.

	<p>10. Evaluative Report of the department to be finalized by 5th Oct 2021 – all directors and heads were informed to complete and send. (for faculty count for NAAC – FST and SOA are considered as one)</p> <p>11. It was suggested to establish one cycle stand and hire bicycles, if needed.</p> <p>12. It was suggested to establish the Art gallery/Model room by Wednesday 01.09.2021 for photo and video.</p> <p>13. Alumni Contribution – Prof.Mahesh Soma had briefed about plan for getting contributions from Alumni. 10644 Books, worth 65 lakhs were reported as donated by alumni. This data with the name of the alumni to be submitted to the Central Accounts department for generating audited statements.</p> <p>14. It was suggested to form a registered Alumni Association for IFHE. It is suggested to take the help of the Central Legal Department.</p> <p>15. It was suggested to have weekly meetings to the review the status of the NAAC activities on every Tuesday at 3 pm. This meeting would be attended by all the Directors/Deans of all the schools, and the NAAC core team. Prof. Haragopal Reddy is requested to attend the meeting.</p>
41.05	Other Information Items
	-Nil-
41.06	Any Other Items
	-Nil-
41.07	Date for the next meeting
	It was agreed that the date for the next meeting of the Internal Quality Assurance Cell would be on Sept. 30 th 2021

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

J Mahender Reddy
Vice Chancellor

Item 42.03

Follow up Action on the Minutes of 40th Internal Quality Assurance Cell Meeting held on August 26th, 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.	Feedback on Curriculum from Alumni and Employers	It was suggested to rigorously follow-up with the Alumni and Recruiters through ARC and Placement officers respectively. It was suggested to target 70 from IBS recruiters, 50 from FoL recruiters and 20 from FST recruiters.	<i>Implemented.</i> <i>On-going</i> <i>Alumni: 405</i> <i>Employers: 70</i>
2.	Student Progression to higher Education (data of graduating batch)	It was suggested to gather details through student clubs, faculty members, etc.	<i>Work in progress</i> <i>Total – 160 (46 awaited)</i> <i>IBS – 85 (IBS MBA) + 5 outside</i> <i>FST – 12 + 38 (letters awaited)</i> <i>FoL – 12 + 8 (letters awaited)</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> <i>78 out of 85 completed</i>

Sl. No.	Description	Resolution	Action Taken
4.	Green, Energy and Environment audit questionnaires	It was suggested to fill up the questionnaires and sent by 30 th August 2021.	<i>Received</i>
5.	Art Gallery/Model Room	It was suggested to develop an art Gallery/Model Room at FST by 30 th August 2021.	<i>Implemented. Geo-tagged photos taken</i>

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

Item 42.04

Agenda

1) Structured Feedback on Curriculum – Students, Faculty, Employers, Alumni

We have received the following data so far.

Student feedback on curriculum	Total responses received – 1892 IBS - BBA - 390 MBA - 519 PhD - 19 FST - B.Tech 762 BSc - 14 BSc . B.Tech - 30 FOL - BA LLB 26 BBALLB - 104 SOA – 21
Student feedback on faculty	Total responses received - 1448 IBS - BBA - 224 PhD - 21 FST - B.Tech 786 BSc - 22 BSc . B.Tech - 23 PhD - 4 FOL - BA LLB 36 BBALLB - 280 SOA – 47
Faculty Members	Total responses received – 241 IBS - 134 FST - 59 FOL - 37 SOA – 11
Alumni	Total responses received - 404 IBS - 331 FST - 58 FOL – 15
Employers	Total responses received – 70 IBS – 27 (target of 70) FST - 30 FOL – 13 (target of 50)

Employer feedback to be improved. IBS must target a minimum of 70 recruiters. FST and FoL must target 20 and 50 respectively. Feedback should be taken from Senior advocates where our law students are employed. (Mr. Cheedi Srinivas)

- 2) Student Satisfaction Survey (SSS):** The survey questionnaire has been forwarded to the heads of all the schools. It is requested to create awareness among the students about the process and get them prepared. It is informed that in the month of November 2021, NAAC people may contact the students through email. (Heads of all the schools)
- 3) Library Landing Page:** It is requested to complete the work at the earliest as the vendor has been identified. (Col. Viswanath)
- 4) Student Progression to Higher Studies:** We have received 160 responses out of which 46 letters are still awaited. Breakup is as follows:

IBS – 85 (IBS MBA) + 5 outside
FST – 12 + 38 (letters awaited)
FoL – 12 + 8 (letters awaited)

The strength of 2021 Graduating Batch of UG students is 1200. We are in need of at least 25-30% of this strength. **Required count is around 360.**

(SSD/Program Coordinators of IBS, FST, FoL)

- 5) **NET/SLET/CAT/GMAT/JAM/GRE/TOEFL/IELTS/CLAT/Civil Services examinations:** We have received **127 responses** so far. Break-up is as follows:

FST – 112, FoL- 4 (Judicial Services), IBS – 11 (NET)

This metric needs 5 year's data. **Required count is 800.**

(SSD/Program Coordinators of IBS, FST, FoL)

- 6) **Recent Workshops/Seminars/FDPs:** Break-up is as follows:

Academic Wing – 22 (details received)

ISC – 78 (details received)

Operations Dept.: 23 (Details received)

CRC – 39 + 6 = 45 (Details received)

AACSB Webinars – 14

FoL - 31

- 7) **Scholarship data from NSP portal:** It is requested to follow up the same with the Social Welfare Officer, Hyderabad regional office. (Mr. Madhusudan Rao)

- 8) **Alumni Contribution:** Prof. Mahesh Soma to plan for getting contribution from Alumni to be routed through the IFHE Alumni Fund Account.

- 9) **Collaboartive activities:** An email communication was sent to the heads of all schools attaching the collaboration letter format to identify all the sources of colloaborative activities such as Joint conferences/workshops/seminars, joint publications, Guest lectures by industry experts, Placement/SIP activities, MDPs, Research projects, etc.

- 10) **Student awards for sports and cultural activities:** It is requested to search for more student awards for inter-university/state/national level competitions. (Student coordinators)

- 11) **Membership in Professional Bodies:** it is requested to inform all the faculty members to utilize Rs. 5900/- provided to them to take membership in professional bodies. (Heads of all the schools)

- 12) **Value-added courses:** As of now, the number of value added courses is 262. We need 38 more courses to make it 300.

- 13)** It was informed that cycle stands are in place and bicycles are under procurement. Geotagged photographs of all facilities **except Creche** have been received from Director Administration. It is requested to develop the crèche facility at the earliest. (Col. Vishwanath)
- 14) Evaluative Profile** of 8 departments is to be prepared by 5th Oct 2021: The respective area heads are requested to submit the department profile capturing the data from 1st June 2016 – 30th Sept 2021. An email communication to this effect has been sent on 20th Sept 2021 along with the suggestions provided during the previous IQAC meeting.

Part – C
Other Items

42.05 Other Information Items

42.06 Any Other Items

42.07 Date for the Next Meeting

It is suggested to meet on November 17, 2021 (tentatively)