

## Minutes of the Meeting

### **14th Meeting of the Internal Quality Assurance Cell (IQAC)**

**Meeting Title: Meeting of IQAC members and Invitees.**

**Date: 09-06-2026**

**Time: 12:00 Noon**

**Venue: Board Room, IU Raipur, Zoom Call (Hybrid)**

#### Attendees:

#### **IQAC CORE TEAM**

- |                                           |                                    |
|-------------------------------------------|------------------------------------|
| 1.Prof. (Dr.) S D Pandey, Vice-Chancellor | Chairman                           |
| 2.Dr. Piyush Thakur                       | IQAC-Coordinator, Member Secretary |
| 3. Dr G.V.V.Jagannadha Rao                | NAAC-Coordinator                   |

#### **SPECIAL INVITEE**

- |                                                                |                                |
|----------------------------------------------------------------|--------------------------------|
| 1. Dr. Latha Pillai                                            | Group Advisor NAAC             |
| 2. Dr. T. S. R. K Rao<br>Dean-Accreditations<br>IBS, Hyderabad | Member IQAC From<br>Management |

#### **IQAC Internal Members**

| S. No | Name of the Member    | Department |
|-------|-----------------------|------------|
| 1     | DrArchi Dubey         | Head, FMS  |
| 2     | Dr. Ramesh Yadav      | Head, FOET |
| 3     | Dr Jaya Singh         | Head, FOAH |
| 4     | Dr Shiv Narayan Singh | Head, FOE  |

### **NAAC Attribute In-Charges**

| No. of Attribute | Attribute                        | In-charge                             |
|------------------|----------------------------------|---------------------------------------|
| Attribute-1      | Curricular                       | Dr.Palak Keswani                      |
| Attribute-2      | Faculty Resources                | Mr..SashankSekharDayal                |
| Attribute-3      | Infrastructure                   | Dr.Ambarish Ghosh/ Mr. Dharmesh Yadav |
| Attribute-4      | Financial Resources & Management | Dr. P. D. Sharma                      |
| Attribute-5      | Teaching and Learning            | Dr.Ruchi Gupta                        |
| Attribute-6      | Extended Curricular Engagements  | Dr.Ruchi Pandey                       |
| Attribute-7      | Governance and Administration    | Dr.Ritu Benjamin                      |
| Attribute-8      | Student Outcomes                 | Dr. Shweta Dewangan                   |
| Attribute-9      | Research and Consultancy         | Dr.Shrutika Tiwari                    |
| Attribute-10     | Sustainability                   | Mr. Pranay Patel                      |

### **Absentees:**

Dr Animesh Kumar Sharma, Dr Abha Shukla, Dr. Sindhu Nairis taken leave of absence.

### **Agenda:**

1. Review and Confirmation of Minutes of the 13<sup>th</sup> Meeting of IQAC, The ICFAI University, Raipur
2. Action taken report of the 13<sup>th</sup> Meeting of the IQAC
3. Review of the celebration of important days and events conducted as per Head Office directives.
4. Review and documentation of research publications contributed by faculty members since the previous IQAC Meeting.
5. Implementation of Course Outcome (CO)–Program Outcome (PO)/Program Specific Outcome (PSO) Mapping and attainment analysis as per OBE guidelines.
6. Attribute wise Progress from last IQAC Meeting

### **Minutes of the Meeting**

#### **Welcome Note:**

The IQAC Coordinator Dr. Piyush Kumar Thakur welcomed all members and appreciated the consistent efforts of the IQAC team in sustaining quality benchmarks. The agenda items were then taken up for discussion.

#### **1. Confirmation of the minutes of the 13th Meeting**

Review and Confirmation of the minutes of the 13th Meeting of the Internal Quality Assurance Cell (IQAC) by all the members.

#### **2. Action Taken Report**

Dr. Piyush Thakur, IQAC Coordinator, presented the Action Taken Report (ATR) of

the 13th IQAC Meeting. The members Prof T S R K Rao and Dr. Latha Pillai reviewed the report and noted satisfactory progress on the points discussed previously.

### **3. Course Attainment Matrix (CO–PO Mapping)**

Dr. Latha Pillai and Prof. T.R.S.K. Rao suggested the following points:

- As per the suggestion two day workshop conducted on Outcome Based Education, and successfully organized on 21-22 may, 2026. CO-PO Attainment by Prof. Sindhuja Menon (IFHE Hyderabad) as a keynote speaker for the Outcome-Based Education (OBE) framework. Actions of this 2025-2026 Odd semester course attainments are completed. During the implementation process, Dr. T.S.R.K. Rao provided an important recommendation regarding the use of appropriate digital tools and software for attainment calculations.

### **4. Revision of Inactive IQAC Membership**

Dr. Latha Pillai suggested that members who consistently do not attend IQAC meetings should be reviewed, and if necessary, the composition of the IQAC may be revised by replacing inactive members with more active and committed representatives to ensure effective participation and functioning of the committee.

### **5. Strengthening MoUs with Reputed Universities and Industries**

A suggestion was made to establish and strengthen MoUs with reputed universities, research institutions, and industry partners to enhance academic and research collaborations. These partnerships would facilitate joint research activities, internship opportunities, faculty and student exchange programs, collaborative projects, skill development initiatives, and stronger industry–academia interaction.

### **6. Research Publication and Collaboration**

- It was noted that only five research papers were published in Scopus/WoS/SCI-indexed journals during the review period of three month. Prof. T.S.R.K. Rao suggested initiating collaborative research activities with IFHE Hyderabad and encouraging faculty members to publish in Scopus- and ABDC-indexed journals, including in-house journals published by the ICFAI Group, to enhance the University's research output, visibility, and innovation-related performance indicators.
- It was observed that faculty members have shown active interest in patent filing. The Research and Development Cell was advised to provide necessary support and guidance to facilitate the progression of filed patents toward successful grant and commercialization opportunities.
- The efforts of faculty members in successfully completing NPTEL courses were highly appreciated. Their participation reflects a strong commitment to continuous learning, capacity building, and professional development, contributing positively to the academic environment of the University.
- Faculty members are encouraged to actively apply for research grants from government agencies, funding bodies, and industry partners at the individual, departmental, and institutional levels. As a significant initiative, the University Headquarters invited proposals under the Seed Money Research Grant scheme. Four research proposals submitted by faculty members were approved and sanctioned for funding. This initiative

has strengthened the University's research ecosystem by promoting innovative research, and encouraging a vibrant research culture.

#### **7. ERP Implementation and Academic Process Automation**

It was suggested that the University should implement a comprehensive ERP system to enhance automation and improve operational efficiency across academic and administrative functions. Special emphasis was placed on automating key academic processes, including Learning Management System (LMS) activities, course planning and documentation, attendance management, examination cell operations, result processing, and academic record maintenance.

#### **8. Institutional Development Plan**

It was suggested that the Institutional Development Plan (IDP) be prepared in accordance with UGC guidelines and the directives received from the Headquarters. The IDP should be drafted using the institutional voice of The ICFAI University, Raipur, reflecting the University's vision, strategic priorities, and future development goals. It was further recommended that the draft IDP be placed before the next IQAC meeting for discussion, review, and approval prior to its implementation

#### **9. Celebration of Important days**

The members were informed that, as per the directives received from the Headquarters, World Creativity and Innovation Day was celebrated in the University. The report of the programme was presented in meeting was highly appreciated for its effective organization and meaningful participation.

The members were further informed that Entrepreneurship Day was celebrated on the birth anniversary of Hon'ble Shri N. J. Yasaswy Sir, Founder of the ICFAI Group. The programme was organized to promote entrepreneurial spirit, innovation, leadership, and self-reliance among students in line with the vision and values of the Founder.

#### **Attribute-Wise Progress Reports**

Attribute-wise presentations for the last quarter were made by the concerned coordinators, highlighting the progress, achievements, and areas requiring improvement under various quality parameters. Following the presentations, the members reviewed the performance and provided valuable suggestions and recommendations for further strengthening institutional quality initiatives and enhancing overall performance.

| No. of Attribute | Attribute | Name of Faculty | Suggestions/Comments |
|------------------|-----------|-----------------|----------------------|
|------------------|-----------|-----------------|----------------------|

|             |                                  |                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------|----------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Attribute 1 | Curricular                       | Dr.Palak Keswani /<br>Mr. Rohit Jaiswal       | <ul style="list-style-type: none"> <li>NPTEL Course (Blended learning should be focused in every department).</li> <li>Total percentage of Skilled based course is missing</li> </ul>                                                                                                                                                                                                                                                                                                                                         |
| Attribute 2 | Faculty Resources                | Dr.Shashank Shekar Dayal/ Mr. Hemant Dewangan | <ul style="list-style-type: none"> <li>Student strength must be increased so that the student faculty ratio will be reflects exactly.</li> <li>Update the faculty sanctioned seat for the academic session 2026-2027.</li> <li>Faculty who are not having Doctoral degree should be encouraged to complete their Degree as soon as possible.</li> </ul>                                                                                                                                                                       |
| Attribute 3 | Infrastructure                   | Dr.Ambarish Ghosh /<br>Mr. Dharmesh Yadav     | Infrastructure requires regular updating and improvement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Attribute 4 | Financial Resources & Management | Dr. P. D. Sharma / Dr. Riya Goyal             | --                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Attribute 5 | Teaching and Learning            | Dr.Ruchi Gupta / Dr. Kavita Sharma            | <ul style="list-style-type: none"> <li>It was suggested that the Student Information System (SIS) be effectively implemented to support academic process automation. For LMS preparation and course content management, the use of the Swadhyay platform was recommended to facilitate efficient teaching-learning activities.</li> <li>Regarding MoUs, it was recommended that collaborations be established only with highly reputed universities, research institutions, and industry organizations to maximize</li> </ul> |

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|-------------|---------------------------------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |                                 |                                               | <p>academic, research, and professional benefits for the University.</p> <ul style="list-style-type: none"> <li>• For the Continuous Evaluation Scheme, it was suggested that the abbreviation "CB" (Closed Book) be removed from the assessment nomenclature to ensure greater clarity and consistency in the evaluation framework.</li> </ul>                                                                                                                                                                                                                                                                                                                 |
| Attribute 6 | Extended Curricular Engagements | Dr.Ruchi Pandey/<br>Dr. Pratibha Barik        | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Attribute 7 | Governance and Administration   | Dr.Ritu Benzmin /<br>Dr. Snehal Vairagade     | <ul style="list-style-type: none"> <li>• While preparing the Institutional Development Plan (IDP), it was recommended that the document be developed in strict accordance with UGC guidelines and incorporate all relevant instructions and directives received from the Headquarters to ensure alignment with institutional and regulatory requirements.</li> <li>• It was further suggested that the complete Academic and Administrative Audit (AAA) framework, including the audit format, questionnaires, evaluation criteria, and supporting documents, be presented before the IQAC in the next meeting for discussion, review, and approval.</li> </ul> |
| Attribute 8 | Student Outcomes                | Dr. ShwetaDewangan<br>/ Dr. Tarakeswari Verma | <ul style="list-style-type: none"> <li>• It was suggested that social media and professional networking platforms such as LinkedIn, Facebook, and other digital channels be effectively utilized for tracking and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|-------------|--------------------------|------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|             |                          |                                                | <p>engaging alumni, thereby strengthening the University's alumni database and communication network.</p> <ul style="list-style-type: none"> <li>• Efforts should be made to increase student participation and recognition through awards and achievements in curricular, co-curricular, and extra-curricular activities. Departments should actively identify and nominate deserving students for various academic and non-academic awards.</li> <li>• Each department should communicate with all students and collect records of their achievements during the previous academic year, including academic accomplishments, competition participation, awards, certifications, publications, and other notable achievements, for proper documentation and reporting.</li> <li>• The Alumni Cell should actively engage with alumni and seek their support in providing Summer Internship Programs (SIPs), placement opportunities, industry connections, mentorship, guest lectures, and voluntary contributions or donations for the development of the University and its students.</li> </ul> |
| Attribute 9 | Research and Consultancy | Dr. Animesh Kumar Sharma / Dr. Shrutika Tiwari | <ul style="list-style-type: none"> <li>• It was emphasized that efforts to secure research grants should be strengthened across all departments. Heads of Departments (HoDs) should</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|              |  |                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------|--|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|              |  |                                    | <p>actively motivate and support faculty members in identifying, applying for, and securing research projects funded by Government agencies, NGOs, industries, and other funding organizations to enhance the University's research ecosystem.</p> <ul style="list-style-type: none"> <li>• It was suggested that a comprehensive department-wise table of research grants be prepared. This information should be regularly updated for monitoring and reporting purposes.</li> <li>• It was recommended that the percentage distribution of full-time and part-time Ph.D. scholars be compiled and presented in the institutional reports to provide a clear overview of research scholar enrollment and research capacity within the University.</li> </ul> |
| Attribute 10 |  | Dr. Sindhu Nair / Mr. Pranay Patel | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## 10. Other Item

Overall, it was appreciated that faculty members have actively participated in NPTEL courses, reflecting their commitment to continuous learning, professional development, and enhancement of teaching competencies.

A key area of concern identified during the review was the low student enrollment across several departments. It was suggested that focused efforts be undertaken to improve student admissions through effective outreach, marketing, academic branding, and student engagement initiatives. It was further observed that certain postgraduate (PG) programs have consistently recorded very low admissions. The feasibility and sustainability of such programs should be reviewed, and appropriate decisions may be taken regarding their continuation, restructuring, or closure based on academic demand, resource utilization, and institutional priorities.

## **Meeting Adjournment**

The meeting concluded with a vote of thanks at **1:40 PM**, with appreciation from the Coordinator IQAC for the active participation of all members.

## **Action Points Summary**

| <b>S. No.</b> | <b>Action Item</b>                                                                                                                                                                          | <b>Responsible Person(s)</b>                                  | <b>Time line</b> |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------------|
| 1             | Complete CO–PO attainment calculations for the Academic year 2025–26 and explore digital tools for attainment calculation.                                                                  | Dr. Palak Keshwani, Mr. Rohit Jaiswal and All Faculty Members | 15 July 2026     |
| 2             | The composition of the IQAC may be revised by replacing inactive members with more active and committed representatives to ensure effective participation and functioning of the committee. | IQAC Coordinator & IQAC Chairperson                           | 15 July 2026     |
| 3             | Strengthen existing MoUs and initiate new collaborations with reputed universities, research institutions, and industries.                                                                  | Dr. Jaya Singh, Mr. Abhinav Das & Dr. Animesh Sharma          | August 2026      |
| 4             | Promote collaborative research with IFHE Hyderabad and encourage publications in Scopus-, WoS-, SCI-, and ABDC-indexed journals.                                                            | Dr. Animesh Sharma & Research Committee                       | Ongoing          |
| 5             | Facilitate patent filing support and encourage conversion of filed patents into granted patents.                                                                                            | Dr. Animesh Sharma & R&D Cell                                 | Ongoing          |
| 6             | Recognize and document faculty achievements in NPTEL and other professional development programs.                                                                                           | Dr. Jaya Singh & All HoDs                                     | 15 July 2026     |
| 7             | Encourage faculty members to apply for Government, NGO, and industry-sponsored research grants.                                                                                             | Dr. Animesh Sharma, Dr. Nagaiah & All HoDs                    | Ongoing          |
| 8             | Implement ERP-based automation for LMS, attendance, examination, result processing, and academic record management.                                                                         | Dr. Jaya Singh, Dr. Jayant ISSAC, Dr. Ruchi Gupta & IT Team   | July 2026        |
| 9             | Prepare the Institutional Development Plan (IDP) in accordance with UGC guidelines and Headquarters directives and present the draft in the next IQAC meeting.                              | Dr. Ritu Benjamin                                             | 15 July 2026     |
| 10            | Prepare complete Academic and Administrative Audit (AAA) framework, including the audit format, questionnaires, evaluation criteria                                                         | Dr. Ritu Benjamin                                             | 15 July 2026     |

| List of Attendees         |                  |           |
|---------------------------|------------------|-----------|
| Name                      | Dept             | Signature |
| Dr Piyush Thakur          | IQAC Coordinator |           |
| Dr. G.V.V. Jagannadha Rao | NAAC Coordinator |           |
| Dr. Archi Dubey           | FMS              |           |
| Dr Ramesh Yadav           | FOET             |           |
| Dr Jaya Singh             | FOAH             |           |
| Dr Shiv Narayan Singh     | FOE              |           |
| Dr Palak Keshwani         | FOET             |           |
| Mr. Shashank Shekar Dayal | FOAH             |           |
| Dr. Ambarish Ghosh        | FMS              |           |
| Dr. Ruchi Gupta           | FOC              |           |
| Dr. Ruchi Pandey          | FOC              |           |
| Dr. Ritu Benjamin         | FOAH             |           |
| Dr. Shweta Dewangan       | FOC              |           |
| Mr. Pranay Patel          | FOL              |           |
| Mr. Dharmesh Yadav        | FOL              |           |



*[Handwritten Signature]*  
 17-06-2026  
 Prof. (Dr.) S D Pandey  
 Chairman