MINUTES OF THE 1st MEETING OF IQAC, ICFAI UNIVERSITY MIZORAM

Date : 29th April, 2024 (Monday)
Time : 11:00 am
Venue: Conference Room, ICFAI University Mizoram

Prof. (Dr.) Bijay Singh, Vice Chancellor, ICFAI University Mizoram chaired the meeting. The Chairman welcomed all the members. Agenda items were shared among the members before the commencement of the meeting.

Members Present:

1. Prof. (Dr.) Bijay Singh, Vice Chancellor, ICFAI University Mizoram
2. Dr. David Lawmzuala, Registrar, ICFAI University Mizoram
3. Dr. Shamim Akhtar, Director, IQAC- ICFAI University Mizoram
4. Prof. T S Rama Krishna Rao, Dean, Accreditations, IFHE, Hyderabad
5. Prof. Lalhmasai Chuaungo, Senior Professor, Department of Education, Mizoram University
6. Mr. H. Lalremruatpuia, Development Officer, ICFAI University Mizoram
7. Dr. Rodi Lalrammawii Hmar, Controller of Examination, ICFAI University Mizoram
8. Dr. Lalthanpuii Sailo, Academic Coordinator, ICFAI University Mizoram
9. Dr. Zothankimi Ralte, Assistant Professor, Department of Social Work, ICFAI University Mizoram
10. Ms. Vanlalremruati, Student, MBA 4th Semester, ICFAI University Mizoram
11. Mr. C. Lalramengmawia, Alumni, Serchhip, Mizoram

Special Invitee:

Prof. (Dr.) Latha Pillai, Senior Advisor, ICFAI Group was present as special invitee for the 1stMeeting of Internal Quality Assurance Cell (IQAC), IUM.

1.1 Presentation of Report on IQAC

As invited by the Chairman, Prof. (Dr.) Bijay Singh, Dr. Shamim Akhtar, Director, IQAC, ICFAI University Mizoram presented a report. A brief introduction was given about ICFAI University and the IQAC with introduction to its present members.

The Director IQAC presented the following reporting items:

1.1.1 Submission of NIRF Data for India Ranking 2024

The IQAC sub-committee has successfully carried out preparation and submission of data for IR 2024. All information for IR 2024 has been successfully submitted using DCS through NIRF portal on 31st January 2024. The Participation for IR 2024 has been made for two categories: Management and Overall. As per the mandatory requirement, the PDF document has been uploaded on the university website. The IQAC experienced

some difficulty in accessing timely Financial Information from the Head Office. In order to secure good ranking, it was felt that facilities such as disability friendly washrooms, ramps, availability of wheelchairs etc needs to be created.

1.1.2 Formation of Subcommittee for NAAC Preparation

As part of preparation for NAAC accreditation, a subcommittee has been constituted. The committee has prepared a preliminary report on NAAC preparation. Criteria wise discussion has been carried out regarding, requirements, available information and records, difficulties and areas for improvement.

1.1.3 Submission of data for AISHE 2022-2023

All necessary data for the All India Survey on Higher Education (AISHE) 2022-2023 has been successfully submitted on 21st March 2023.

1.1.4 Registration of University with NTA for conducting CUET-UG 2024

The ICFAI University Mizoram has been successfully registered with NTA as a participating University for UG Admissions through CUET (UG)-2024. A payment of ₹ 2,00,000/- as requisite fees for the same has been made by ICFAI Head Office in this regard.

1.1.5 Creation of Office Facilities for IQAC

For office works and storage, a formal request has been submitted to the Registrar for the arrangement of a Computer, Printer, External Hard Drive and Steel cabinet for IQAC. A separate room for IQAC is also needed for smooth functioning and safekeeping of records. Required facilities were assured by the Registrar to be available in 2-3 days.

1.2 Discussion on the Agenda

1.2.1 Institutional Functioning

The University is aiming for quality enhancement through internalization of quality culture and institutionalization of best practices. In this regard various committees and cells has been formed and presently functioning to implement, monitor and improve quality.

Following is a list of committees and cells functioning at the moment:

SN	Name of the Cell/Committe	Date of Constitution
1	Intellectual Property Rights Cell	14-04-2022
2	Women's Cell	26-08-2022
3	Capacity Building Committee	26-08-2022
4	Research and Academic Innovation Committee	26-08-2022

5	Career Counselling Committee	26-08-2022
6	Grievance Redressal, Sexual Harassment and Anti Ragging Cell	26-08-2022
7	Clean Campus Committee	26-08-2022
8	Entrepreneurship Cell	26-08-2022
9	Internal Quality Assurance Cell (IQAC)	31-08-2022
10	IQAC Subcommittee	10-10-2023
11	Students Grievance Redressal Committee (SGRC)	29-02-2024
12	Placement Committee	22-04-2024
13	ICFAI University Mizoram Alumni Cell	22-04-2024

Besides the above committees, there is also Club Monitoring Committee, Discipline Committee, Canteen Committee and NEP-20 Cell headed by Dr. Gloria from the Education Department.

It is also necessary to identify and continuously strengthen institutional best practices. Some core areas identified in this regard are as follows:

a) Results are declared within 1 month of the conclusion of examinations.
b) Since its inception ICFAI University Mizoram has always given priority in skills-based learning to increase employability of the students. This practice has contributed largely to our successful transition towards NEP 2020.
c) The university recognizes all round development of the students and therefore encourages participation of students in co-curricular and sport activities through various active clubs in the campus, managed and run by the students. In the spirit of NEP 2020, club activities have been incorporated in the course curriculum of various courses.

1.2.2 Documentation

All departments and offices of the University needs to maintain and preserve records. The HODs has been specifically directed by IQAC to provide detail activity reports for the previous 5 years along with geo-tagged photographs. Similarly, Club coordinators are also asked to provide yearly activity reports. Such reports are necessary and needs to be submitted in every academic year. At present the IQAC is in the process of compiling such activity reports.

As per the guidelines, to improve quality through documentation and record keeping, following measures are suggested:

a) The IQAC should meet at least once in every quarter.
b) The quorum for the meeting shall be two-thirds of the total number of members.
c) The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.
d) All official photographs must be geo-tagged and preserved categorically as per activities and events performed.

1.2.3 ICT enabled Teaching and Learning

ICFAI University Mizoram was one of the first institute in Mizoram which shifted to online delivery of academic activities during the COVID 19 pandemic. In March 2020 the university had successfully conducted various academic activities using online solutions and platforms like Google Meet, Zoom, WhatsApp, Google Drive, Google Form, Gmail, YouTube etc. The faculty resources were also trained accordingly to deliver online classes. The university has also successfully conducted online semester end examinations in August and September, 2020 and December 2021. At present the faculty members make regular use of online platforms and solutions for disseminating knowledge, sharing information, submission of projects/assignments etc.

Some suggestions to improve ICT enabled Teaching and Learning are as follows:

a) Soft copies of thesis & dissertation by the students should be preserved digitally by respective departments.
b) There is a need for creation of Equipments and facilities for e-content development and
c) The university may also explore opening of ODL courses in future.

1.2.4 Organization of Workshop and Training Program

All departments are encouraged to organize workshops, seminars, training programs and similar academic activities every academic year. A substantial number of such activities has been organized in previous 5 years. The detail activity report for previous 5 years will be submitted by respective HODs.

Some specific areas for workshop and training program are as follows:

a) Training programs are needed for faculty members for creation of intellectual property.
b) Financial support for faculty to attend conference/workshop and towards membership fees of professional bodies may be introduced.
c) More FDPs & EDPs may be organized in future.
d) More gender equity promotion activities may be conducted.

1.2.5 Development and Implementation of Quality Policies

The university needs to establish and effectively implement a robust quality system encompassing teaching, research, consultancy, continued education and also focus on the core and support functions to ensure accountability to stake holders through self-evaluation and continuous improvement.

Following are some initiatives that has been taken for implementation of quality policies:

a) The new Academic Regulations 2023 has been presented and approved in the 27ᵗʰ Meeting of the Academic Council.

b) The new Examination Regulations 2023 has been presented and approved in the 27th Meeting of the Academic Council.

c) As a policy 'Plastic Free Campus' may be introduced. The Clean Campus Committee and Eco Club may be given responsibility to take up the initiative and implementing the same.

d) Quality Audits on Environment and Energy should be conducted.

e) Initiatives should be taken to make the campus disabled-friendly.

1.2.6 Digital Library

The University should explore options for setting up digital library. Access to online journals and resources for faculty and students should be facilitated to encourage research. There is an immediate need to have subscription for e-Library resources, e-journals etc. Also as mentioned earlier, soft copies of thesis & dissertation by the students should be preserved digitally by respective departments and should be accessible to students and faculty through digital library. Subscription proposal for J-store has been already submitted.

1.2.7 Professional Practices

Professional practices adopted by the University in teaching, learning and evaluation should be reviewed every 2 to 3 years. It must be ensured that besides academic processes, other administrative functions of the University are also standardized, systematic and ethical.

Following are some suggestions in this regard:

a) The Academic and Examination Regulations should be reviewed at least once in every 3 years.

b) Syllabus and Program Structure should be reviewed and updated (if needed) every 2 years.

c) CAS should be introduced for the teaching and non-teaching staff.

d) Annual Activity and Status Reports should be collected by IQAC from HODs, Club In charges, Placement Department, Admissions Department and Academic Head. Reporting format may be specified by IQAC.

e) Examination Management Software may be implemented (already requisitioned).

f) Development of Question Bank by the Examination Department (is under process).

g) Creation of a Book Bank Facility for keeping contributed books/journals by faculty, alumni, guests etc.

1.2.8 Collaborations

The University should aim to build a strong collaboration ecosystem by collaborating with reputed institutes and organizations for various activities and events in the past. Opportunities for long term collaborations in the form of MoUs with various national

and international agencies needs to be explored. Following are the list of existing collaborations:

a) A recent MoU with IGNOU for setting up of LSC at ICFAI has been finalized.
b) MoU with IIE-Guwahati under PMKVY 4.
c) MoU with SASU (Sri Sri Anirudhdeb Sports University)
d) ECC, Japan for placement and hiring of English-speaking students to teach Japanese.

1.2.9 Quality Feedback Mechanisms

The IQAC should establish mechanisms for collecting feedback from students, faculty, and other stakeholders to gauge their satisfaction levels and identify areas for improvement. It should be ensured that feedback is used constructively to enhance the quality of education and other services offered by the university.

Some specific measures as identified by the IQAC subcommittee for quality feedback mechanism are as follows.

a) Structured feedback from students, teachers, employers and alumni for design and review of syllabus – semester wise / year wise should be undertaken. The same can be done using google form.
b) Such feedback collected in any area should be analyzed, taken action and be put up on the institution's website.
c) Student satisfaction survey may be conducted using google form or any other platform from the outgoing students. Template may be drafted by the NAAC committee.

1.2.10 Quality Benchmark Setting

The primary aim of the IQAC is to ensure that the institution remains well-informed and actively engaged in maintaining quality across a wide range of relevant areas. Its purpose is to cultivate and disseminate effective practices, ideas, and strategies for both academic and administrative endeavors, while also measuring their outcomes to enhance the institution's performance.

Some areas of improvement have been identified as follows:

a) Non- teaching staff quality assessment may be considered in the future
b) Department wise sanctioned posts may be implemented for IUM which will enhance quality education
c) Failure to retain permanent teachers affect the academic and research quality of IUM. Therefore, CAS may be implemented to retain quality and experienced teachers.
d) Internal audits reports may be obtained from ICFAI headquarter by IQAC.

1.2.11 Infrastructure and Supporting Facilities

Expansion and enhancement of the current infrastructure and support facilities are essential. It's crucial to pinpoint priority areas and concentrate efforts accordingly.

Following steps have been suggested to improve infrastructure and supporting facilities:

a) The Library is in need of extension- in terms of the physical space, availability of books, and e-library resources.
b) Existing classrooms should be upgraded and equipped with facilities such as LCD projectors, smart boards, wifi etc.
c) Setting up of model smart classroom equipped with smart boards.
d) Hostel facility inside the campus specially for female students.
e) To make the campus friendly for differently-abled persons, facilities such as disability friendly washrooms, ramps, availability of wheelchairs etc needs to be created.
f) Provisions for research funding for teachers by the institution may be considered.
g) Opportunities for extramural funding for research activities may be explored.
h) Opportunities for sponsored research projects and consultancy from government and non-government agencies needs to be explored.
i) More Led lighting, motion sensor lights should be used in the campus.
j) Installation of solar panels in future may be considered to transform into renewable sources of energy.
k) Segregation of waste material (bio degradable, non-bio degradable, e-waste, hazardous waste) may be practiced in future
l) Increase of capacity for rain water harvesting and installation of borewell may be considered.
m) Development of a green park inside the campus may be considered.
n) Signage for tactile path, lights, display boards should be put up in and around the campus.
o) Development of a playground (proposal submitted).

1.3 Remarks and Suggestions from the Members

1.3.1 Prof. T S Rama Krishna Rao, Dean, Accreditations, IFHE, Hyderabad

Prof. T S Rama Krishna Rao congratulated the ICFAI University for constituting the IQAC which according to him is the first step towards achieving accreditation by NAAC. He suggested IQAC to be prepared with all necessary documentation required for NAAC but not be in hurry for immediate accreditation as the window is always open. He suggested to first address the important issues such as bridging the gap in infrastructure requirement for the university, improving teacher-student ratio in line with increase in admissions, and prepare Institution Development Plan (2024-2034). He also suggested to prioritize NAAC before NIRF.

1.3.2 Prof. (Dr.) Latha Pillai, Senior Advisor, ICFAI Group

Prof. (Dr.) Latha Pillai congratulated the university for constituting IQAC and expressed her thankfulness for inviting her in the first meeting. She highlighted the importance of areas such as infrastructure, curriculum, skill development, examination, digitization of library, implementation of NEP 2020, benchmarking etc. She pointed that it will be good to know NIRF rank to assess where the university stands in the present. She suggested to identify management support required for NAAC accreditation. She stressed for the need of IDP documents. She also recommended a general meeting with faculty members to orient them about the criteria wise requirement for NAAC accreditation. She suggested that the future meetings of IQAC needs to be more focused on NAAC. She also expressed her desire, if possible, to attend future meetings of IQAC via online mode and extended all possible support for the IQAC in future.

1.3.3 Prof. Lalhmasai Chuaungo, Senior Professor, Department of Education, Mizoram University

Prof. Lalhmasai Chuaungo congratulated the ICFAI University Mizoram for constituting IQAC. She expressed her sincere hope that the university will start more programs and establish more departments in the coming years and would secure good NIRF ranking and NAAC accreditation in future. She also pointed from her experience on curriculum design for outcome-based education that in line with NEP 2020, all course specific syllabuses must include course objectives and course outcomes. Also, the assessment system needs to be integrated with course outcome, graduates attribute and program outcome. She also informed that though she is happy to be a part of the IQAC but due to her recent retirement from MZU, it would be more suitable if the IQAC considers another senior Professor from MZU as her replacement.

1.3.4 Prof. (Dr.) Bijay Singh, Vice Chancellor, ICFAI University Mizoram

Prof. (Dr.) Bijay Singh thanked all the esteemed members for their valued remarks and suggestions and assured that the University and the IQAC will take note and try their best to implement them. He also mentioned that all program structure and their respective syllabus will be made available on the website. The mentorship system where each faculty as a mentor is assigned group of students will also be started.

1.3.5 Mr. C. Lalramengmawia, Alumni, Serchhip, Mizoram

Mr. C. Lalramengmawia, Alumni also thanked the university for making him a part of the IQAC. He remarked that there has been some noticeable development of the university in the last few years. However, he suggested for creation of some additional facilities and infrastructure in the campus such as better playground, upgraded computer laboratory, disable-friendly campus facilities, bigger and separate auditorium, bigger or additional canteen etc.

1.3.6 Ms. Vanlalremruati, Student, MBA

Ms. Vanlalremruati suggested regular updating of university website and creation of a student portal with LMS. She also requested for better placement support and alumni engagement for campus placement opportunities. She also suggested to market the achievements of past students for increasing admissions.

1.3.7 Members from Faculty and Staff, ICFAI University Mizoram

The faculty and staff suggested improvement of campus infrastructure and facilities, appointment of a regular electrician for electrical maintenance works, expansion of library, retention of existing faculty, introduction of CAS, creation of health center, examination management software etc.

1.4 Concluding Remarks

The Vice Chancellor and Chairman Prof. (Dr.) Bijay Singh once again thanked all the members for sparing their valuable time to attend the meeting. He remarked that as a newly constituted IQAC we should be willing to acknowledge our limitations and work hard to overcome them. The meeting concluded with a positive note. It was decided that in future meetings the agenda will be made available to the members at least 3 days in advance.
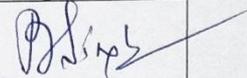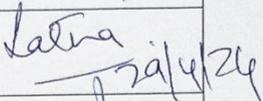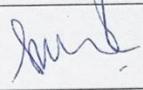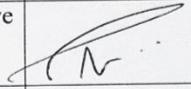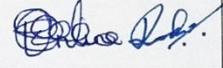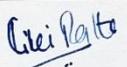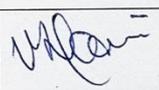
Enclosure: Meeting attendance sheet

(Dr. SHAMIMAKHTAR)
Director, IQAC,
ICFAI University Mizoram

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Attendance Sheet
1ˢᵗ Meeting of IQAC-IUM (Date: 29-04-2024)
Conference Hall, ICFAI University Mizoram @ 11:00 am

SN	Name	Position	Signature
1.	**Prof. Bijay Singh** Vice Chancellor, ICFAI University Mizoram	Charman	*(signed)*
2.	**Prof. (Dr.) Latha Pillai** Senior Advisor, ICFAI Group	Special Invitee	*Latha 29/4/24*
3.	**Dr. Shamim Akhtar** Assistant Professor, Department of Management, ICFAI University Mizoram	Director	*(signed)*
4.	**Dr. David Lawmzuala** Registrar, ICFAI University Mizoram	Administrative Member	*(signed)*
5.	**Dr. C. Lalrammuana** Deputy Manager Examinations, ICFAI University Mizoram	Administrative Member	*Absent*
6.	**Mr. H. Lalremruatpuia** Development Officer, ICFAI University Mizoram	Administrative Member	*(signed)*
7.	**Dr. Rodi Lalrammawii Hmar** Controller of Examination, ICFAI University Mizoram	Member (Teaching)	*(signed)*
8.	**Dr. Lalthanpuii Sailo** Academic Coordinator, ICFAI University Mizoram	Member (Teaching)	*(signed)*
9.	**Dr. Zothankimi Ralte** Assistant Professor, Department of Social Work, ICFAI University Mizoram	Member (Teaching)	*(signed)*
10.	**Prof. T S Rama Krishna Rao** Dean, Accredations, IFHE, Hyderabad	Nominee of the Management	Online
11.	**Ms. Vanlalremruati** Student, MBA 4ᵗʰ Semester, ICFAI University Mizoram	Member (Student)	*(signed)*
12.	**Mr. C. Lalramengmawia** Alumni, Serchhip, Mizoram	Member (Alumni)	*(signed)*
13.	**Dr. Samuel Lalnunzira Dingliana** Chief Operating Officer, Zoram Mega Food Park	Member (Industrialist)	*Absent*
14.	**Prof. Lalhmasai Chuaungo** Senior Professor, Department of Education, Mizoram University	Member (Educationist)	ONLINE
15.			
16.			