

Swami Rama Himalayan University

(Est. vide Uttarakhand Act No. 12 of 2013)

Swami Ram Nagar, Jolly Grant, Dehradun 248016
Uttarakhand, India



स्वामी राम हिमालयन विश्वविद्यालय

(उत्तराखण्ड अधिनियम सं० 12 वर्ष 2013 द्वारा स्थापित)

स्वामी राम नगर, जौलीग्रान्ट, देहरादून 248016
उत्तराखण्ड, भारत

Ref No. SRHU/ IQAC /2018/06

Dated: 12th December, 2018

Meeting Notice

I am directed to inform all concerned that the First Meeting of Internal Quality Assurance Cell (IQAC) of Swami Rama Himalayan University, will be held on 21st December 2018 i.e. Friday at 3:30 pm in the Conference Hall (Medical) College) of the University.

The Hon'ble members of the IQAC are accordingly requested to kindly make it convenient to attend the meeting. The agenda for the meeting shall be circulated shortly,

This bears approval of the competent authority.

Dr Alok Saklani
Coordinator-IQAC

Copy to: Hon'ble Vice Chancellor
All concerned members of the IQAC





Agenda

Kindly refer to the meeting notice No. SRHU/IQAC/2018/06 dated 12th December, 2018 regarding first meeting of the Internal Quality Assurance Cell (IQAC) of Swami Rama Himalayan University, to be held on 21st December 2018 i.e. Friday at 3:30 pm in the Conference Hall (Medical College) of the University.

The agenda for the meeting shall be as follows:

Item 1/1: Welcoming of the members of the newly constituted IQAC

Item 1/2: Apprise the members about the protocol for NAAC

Item 1/3: Discuss facilities available for research in various academic units

Item 1/4: Apprise the members about Code of Ethics

Item 1/5: To discuss formation of policy/ Guidelines:

- Infrastructure Maintenance System
- Waste management
- Bio-Medical waste and E-waste
- Recruitment Policy
- Internal & External Audit Policy
- Innovation & Entrepreneurships
- Prevention of plagiarism

Item 1/6: To discuss:

- Inclusion of Value Added Courses for 2019-20
- Inclusion of Interdisciplinary courses for 2019-20
- Curriculum Feedback for academic year 2018-19.

Item 1/7: Any other point with the permission of chair

Dr. Alok Saklani
Coordinator-IQAC



Copy to : Hon'ble Vice Chancellor
: All concerned members of the IQAC



Minutes of the 1st Meeting of IQAC

The first meeting of the Internal Quality Assurance Cell (IQAC) of Swami Rama Himalayan University, was held on 21st December, 2018 i.e. Friday at 3:30 pm in the Conference Hall (Medical College) of the University in the presence of following members:

1. Dr. Vijay Dhasmana, Vice Chancellor	Chairperson
2. Dr. Vijendra D Chauhan, Pro Vice Chancellor	Member
3. Dr. Mushtaq Ahmad, Dean, Faculty of Medicine	Member
4. Dr. R. C. Ramola, Dean, Faculty of Science & Technology	Member
5. Dr. Kamli Prakash, Professor, HCN	Member
6. Dr. Reshma Kaushik, Professor, HIMS	Member
7. Dr. Sunil Kumar Saini, Chairman, Research Committee	Member
8. Mr. Nalin Bhatnagar, Registrar	Member
9. Mr. Avnish Shalya, Finance Officer	Member
10. Dr. Vinita Kalra, Controller of Examinations	Member
11. Ms. Harleen Kaur, Assistant Professor, HCN	
12. Dr. Y. S. Bisht, Medical Superintendent, Himalayan Hospital	Member
13. Dr. Alok Saklani, Advisor (Quality and Academic Processes)	Coordinator

The following members were granted leave of absence as they could not attend the meeting:

1. Dr. Sanchita Pugazhendi, Dean, Faculty of Nursing	Member
2. Dr. Rajeev Bijalwan, Rural Development Institute	Member
3. Mr. Ashok Saroha, Windlas, Dehradun	Member
4. Mr. Pradeep Goel F/O Mann Goel, Tilak Road, Dehradun	Member
5. Mann Goel, MBBS (Batch-2018)	Member

Meeting started with a prayer.

Item 1/1: Welcoming the members of newly constituted of IQAC.

The chairperson, Dr Vijay Dhasmana, welcomed the members of the newly constituted Internal Quality Assurance Cell (IQAC).



Item 1/2: To apprise the members about the protocol for the IQAC

The Chairperson requested Dr. Alok Saklani to share the objectives & functions expected of the IQAC.

Dr. Saklani apprised the newly constituted IQAC members about the National Assessment & Accreditation Council (NAAC) and the role of IQAC. He emphasized on the development & application of benchmarks for quality in various administrative units / academic activities of the University. It was unanimously agreed to enhance the quality culture in the campus and go forward to the journey of accreditation.

Item 1/3: Discuss facilities available for research in various academic units.

Brief mention of the present facilities for research in the university was made, viz.- existing research and PhD cell, headed by Dean Research, the ethical & research committees etc. It was suggested that the gap areas should be identified in the facilities available and steps be taken for further improvement.

Discussion was held about various ways in which University encourages & support research in academic units.

Item 1/4: Apprise the members about the code of ethics.

Dr. Sunil Kumar Saini, Chairman, Research Committee, suggested encouraging ethical practices based on the organization's core values, and the standards to which it needs to be held. Emphasis on good practices 'becoming a habit', should also reflect in their research work, thus the code of ethics should be clearly articulated in the form of a document.

Dean, Research to take action.

Item 1/5: To discuss formation of policy/ Guidelines:

• **Infrastructure Maintenance System**

The DGM Engineering cell apprised the members that the University had a system of raising concerns & complaints which is promptly attended to by the relevant staff in the Eng. Department. Engineering department have already a SOPs & guideline on infrastructure maintenance system.

The members appreciated their efforts and advised that the written Policy for maintenance in the campus be prepared and implemented.

DGM to take action.

• **Waste management, Bio-Medical waste and E-waste**

The members felt that it is very important for the University to have elaborate guidelines on waste management as well as biomedical waste & e- waste. It



Aswani

was decided that the DGM Engineering will coordinate with the Registrar & suggest draft guidelines for consideration & approval by competent authority.

DGM to take action.

- **Recruitment Policy -**

Dr Saklani said that while we follow all rules and regulations as laid down in the statues of university to recruit faculty members & other staff, it is important to have a recruitment policy duly documented. The house approved the same. The Head, HR was directed to prepare the aforesaid policy document and place it before the competent authority.

Head, HR to take action.

- **Internal & External Audit Policy**

Dr. Saklani said that although internal & external audits are being regularly done by the university, however we need to have a framed policy document for the same. The Registrar was directed by the Hon'ble Chairman Dr. Vijay Dhasmana, to prepare the necessary policy and place it before the competent authority.

Registrar to take action.

- **IPR & Industry – academia innovative practices.**

The members were also introduced to the concept of Intellectual property rights (IPR) along with industry, academia innovative practices. It was felt that we must promote & support faculty members in order to raise the quality research work so as to get it published in high indexed journals, and promote inventions, discoveries & registered patents.

- **Strengthening the incubation cell**

Dr. Ramola stressed the importance of strengthening the incubation cell in the University to promote innovation. Members advised that we should have a written SOP & it was felt that HSMS could also play a role in promoting Entrepreneurship.

Members also suggested that guidelines for Innovation and Entrepreneurship could also be prepared.

Dr Alok Saklani to take action

- **Prevention of plagiarism.**

Dr. V. Chauhan, mentioned that the University should ensure plagiarism free dissertation, projects, thesis etc. for which she suggested that the software that the university has purchased should be used judiciously by the Researcher Scholars, Post graduates and the faculty members.



Item 1/6: To discuss:

- **Inclusion of Value Added Courses (VAC) courses for 2019-20**

The list of VAC courses submitted by the academic units was reviewed and considered for the academic year 2019-20. The Registrar was directed to place it before the academic council for its approval and implementation.

Registrar to take action.

- **Inclusion of Interdisciplinary courses (ID) for 2019-20**

Dr. Chauhan, Pro Vice Chancellor, stressed the importance of the ID courses in all programs. Members agreed and instructed the principals of all academic units to ensure inclusion of all relevant ID courses in their various programs in the next academic session & onwards.

Principals to take action.

- **Curriculum Feedback for 2018-19**

Dr. Chauhan, Pro Vice Chancellor, brought up before the house the issue of obtaining curriculum feedback for the academic year 2018-19 from all the stakeholders. He suggested we need to prepare and design validated, appropriate curriculum feedback google forms for all the stakeholders and a proper mechanism be put into place for obtaining the same. He requested Dr. Alok Saklani and Dr. Juhi to take the lead and help in developing these google forms.

Dr. Alok Saklani and Dr. Juhi Kalra to take action.

Item 1/7: Any other point with the permission of chair.

- Dr Saklani mentioned that various departments related to infrastructure, Medical Sciences, finance should follow periodical quality audit.
- HR department identified certain vacancies that need to be filled. Dr Vijay Dhasmana, Vice Chancellor emphasised that steps to speed up filling of those vacancies should be taken.

No other point came-up for discussion and the meeting concluded with "Vote of Thanks" to the Chair.



Dr Alok Saklani
Coordinator (IQAC)



Dr Vijay Dhasmana
Vice Chancellor & Chairperson

