



Ref No. SRHU/IQAC/2021/12

Dated: 09th November, 2021

Meeting Notice

I am directed to inform all concerned that the seventh Meeting of Internal Quality Assurance Cell (IQAC) of Swami Rama Himalayan University, will be held on 20th November, 2021 i.e. Saturday at 3:00 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. Jayanti Semwal
Coordinator-IQAC

Copy to : Hon'ble Vice Chancellor

: All concerned members of the IQAC





Agenda

Kindly refer to the meeting notice No. SRHU/IQAC/2021/012 dated 09th November 2021 regarding seventh meeting of the Internal Quality Assurance Cell (IQAC) of Swami Rama Himalayan University, to be held on 20th November 2021 i.e. Saturday at 3:00 pm in the Conference Hall (Medical College) of the University.

The agenda for the meeting shall be as follows:

The meeting will start with prayer.

- Item 7/1:** To confirm the minutes of the last meeting held on March 05, 2021. **(Annexure - 1)**
- Item 7/2:** Action taken report **(Annexure - 2)**
- Item 7/3:** Report on Review of curriculum.
- Item 7/4:** To discuss the National Education Policy and its implementation (NEP-2020)
- Item 7/5:** Review of special programs of Advance & Slow learners.
- Item 7/6:** Brief Report of Online Classes (I, II and III Year Students)
- Item 7/7:** To review the student feedback for teaching-learning and its implementation: Feedback Summary Of Online Feedback On Teaching-learning.
- Item 7/8:** To review the Exam status and Results analyses by COE.
- Item 7/9:** Utilization of seed money distributed for research work.
- Item 7/10:** Grants obtained from Govt. /Non Govt. bodies for research.
- Item 7/11:** Ph.D. Program
- Item 7/12:** Workshops, Seminars organized on research, good clinical practices etc.
- Item 7/13:** Report on research publications, patents and copyrights in this year 2021.
- Item 7/14:** To apprise the members about Extension* and outreach activities* of this year.
- Item 7/15:** Library report (Books and journals procured & usage report of e-journals, eBooks etc.)
- Item 7/16:** Review the progress of Career Counselling and Placement cell.
- Item 7/17:** Review progress of Capability enhancement skill workshops.





- Item 7/18:** To apprise the members on Sports and cultural activities / events/ competitions organized in the Institution.
- Item 7/19:** Apprise the members on professional development / administrative training programs organized by the University for teaching and non- teaching/technical staff.
- Item 7/20:** Review of Academic and Administrative Audit (AAA) and initiation of follow-up action, Quality Assurance Conferences, Seminars, Workshops on quality, Collaborative quality initiatives with other Institution(s)
- Item 7/21:** Preparation for next Strategic plan of the University.
- Item 7/22:** Progress on NAD
- Item 7/23:** Any other point with the permission of the Chair.

Dr. Jayanti Semwal
Coordinator IQAC

Copy to : Hon'ble Vice chancellor
: All concerned Members of the IQAC





Minutes of the 7th Meeting of IQAC

The meeting of the Internal Quality Assurance Cell (IQAC) of Swami Rama Himalayan University, was held on 20th November 2021 i.e. Saturday at 3:00 pm in the Board Room (Medical College) of the University in presence of the following members:

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| 1. Dr. Vijay Dhasmana, Vice Chancellor | Chairperson |
| 2. Dr. Mushtaq Ahmad, Principal, HIMS | Member |
| 3. Dr. Sanchita Pugazhendi, Principal, HCN | Member |
| 4. Dr. Alok Saklani, Principal, HSMS | Member |
| 5. Dr. R. C Ramola, Principal, HSST | Member |
| 6. Dr. S.L. Jethani, Chief Medical Superintendent, Himalayan Hospital | Member |
| 7. Dr. Sunil Saini, Chairman - Research committee | Member |
| 8. Dr. Susheela Sharma, Registrar | Member |
| 9. Mr. Yogendra Singh, University Librarian | Member |
| 10. Dr. Archana Prakash, Controller of Examinations | Member |
| 11. Dr. Vinita Kalra, Officer Incharge, Research & Ph.D. Cell | Member |
| 12. Dr. Anuradha Kusum, Professor, HIMS | Member |
| 13. Dr. Deepa Singh, Professor, HIMS | Member |
| 14. Dr. Taruna Sharma, Professor, HIMS | Member |
| 15. Dr. Vivek Kumar, Associate Professor, Biosciences | Member |
| 16. Mrs. Grace Madonna Singh, Associate Professor, HCN | Member |
| 17. Mr. Prashant Raturi, Assistant Professor, HSST | Member |
| 18. Dr. Somlata Jha, Assistant Professor, Yoga Science & Holistic Health | Member |
| 19. Mr. Avnish Shalya, Finance Officer | Member |
| 20. Mr. Vinay Chaturvedi, Dy. Registrar | Member |
| 21. Mrs. Poonam Verma, Dy. Registrar (Admin) | Member |
| 22. Mr. Girish Uniyal, Head (E&M) | Member |
| 23. Dr. Rajeev Bijalwan, Rural Development Institute | Member |



24. Dr. Atul Aggarwal, Professor, HIMS	Member
25. Dr. Juhi Kalra, Professor, HIMS	Special Invitee
26. Dr. Ruchi Juyal, Professor, HIMS	Special Invitee
27. Dr. Deep Shikha, Associate Professor, HIMS	Special Invitee
28. Mr. Manish Shrivastava, Director- Information Technology	Special Invitee
29. Mr. Deepak Singh Negi, Head- Information Technology	Special Invitee
30. Dr. Jayanti Semwal, Professor, HIMS	Coordinator

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

1. Dr. Vijendra D .Chauhan, Pro Vice Chancellor	Member
2. Dr. Renu Dhasmana, Professor, HIMS	Member
3. Dr. Som Aditya Juyal, Associate Professor, HSMS	Member
4. Mr. R.P.S. Rawat, DGM	Member
5. Mr. Manu Kochar, Madhuban Hotel, Dehradun	Member
6. Mr. Subhash Chand, Panchwati Colony, Doiwala	Member
7. Ms. Satakshi Chaudhary (MBBS - 2019 Batch)	Member
8. Mr. Arpan Gaur (B.Sc. Nursing - 2019 Batch)	Member

The meeting started with a prayer. The Vice Chancellor & Chairperson welcomed the members of the IQAC. The newly appointed IQAC Coordinator and other members were introduced to the Council.

Item 7/1: To confirm the minutes of the last meeting held on 5th March 2021. (Annexure - 1)

As proposed by Dr. Taruna Sharma and seconded by Dr. Alok Saklani, the minutes of the last meeting were confirmed.

Item 7/2: 'Action taken report' (ATR) of the last meeting of IQAC, held on 5th March 2021.

The Coordinator of IQAC, Dr. Jayanti Semwal, presented the ATR before the members of IQAC. (Annexure – 2)

All the decisions taken by IQAC in its previous meeting have been implemented.

J. Semwal



J. Semwal

Item 7/3: Report on Review of curriculum.

Dr. Juhi Kalra apprised the members on review of curriculum for MBBS on Competency (Outcome) based education.

Curriculum committee for the MBBS program was constituted based on the norms given by NMC. Subsequently, regular curriculum committee meetings were conducted and a Board of Studies document including a summary of the revised curriculum was finalized for first & second professional, while Final Part I & Part II BOS document was in process. A Log Book has been created for each discipline (as per the template provided in Log book module) along with Certifiable competencies, also, feedback received was documented. A Workshop on Electives for students was conducted and an institutional process of allocation of Electives has been developed.

The Vice Chancellor suggested that faculty must be aware of Program Outcomes and Course Outcomes and should follow a suitable method of assessment.

Dr. Kalra further apprised the members on progress in curriculum feedback from various stakeholders except recruiters where difficulty is being faced, however the efforts are on. She suggested that along with collection, academic units should also take cognizance of the feedback and, after due analysis & discussions, take appropriate corrective action on the same.

Item 7/4: To discuss the National Education Policy and its implementation (NEP-2020)

Dr. Alok Saklani apprised the members on National Education Policy. Dr Saklani explained about the new multidisciplinary approach in education in Universities as also in standalone institutions as well as the mobility & multiple entry/exit options recommended therein.

He described the four year undergraduate program concept with option to carry out a research project for a degree with 'research', and the possible direct entry into a PhD program for such a candidate as also the withdrawal of the M.Phil program.

Dr. Saklani further drew attention of the house to the inclusion of Ayurveda, Unani, Homeopathy, and Yoga in Health-care education.

He also added that there were opportunities for international collaborations and making use of Technology for Open & Distance Learning and using Swayam-NPTEL & MOOC.

The Vice Chancellor suggested that implementation of NEP in programmes which are not governed by regulatory body may be worked out. In this regard, NEP alongwith its salient features be circulated to all the members.



[Handwritten signature]

Registrar to take action

The Vice Chancellor also advised the Registrar to prepare proper policy/ guideline documents for implementation of NEP in the University.

Registrar to take action

Item 7/5: Review of special programs of Advance & Slow learners.

Dr. Deepa Singh, being the focal person, apprised the members on the finalization of SoP & program for Slow & Advanced Learners for all academic units.

- Various proformas for Slow & Advanced Learners had been created and shared with the Heads of academic units.
- Reporting & improvement formats for Slow learners designed and given to the various academic units.
- Dr. Vinita Kalra shared her experience on slow / advanced learners. It can result in disharmony among the students and may create discrimination if not implemented properly.
- Dr. Mushtaq Ahmad mentioned that it is easy to identify the slow and fast learners in medical science but suggested that the list of students of slow/ advanced learners should remain confidential.
- The Vice Chancellor suggested Dr. Deepa Singh should discuss the progress of Slow / Advanced learners with various academic units to develop guidelines for the same.

Dr. Deepa Singh to take action

Item 7/6: Brief Report of Online Classes

Dr. Alok Saklani apprised the members on conduct of online classes in the University during the Covid pandemic (April 2020- October 2021).

University had made an immediate shift to online education to ensure that there is no break in students' learning and had decided to adopt common e-learning platforms viz. 'Google Classroom' & 'Meet' apps'. Besides, student learning was supplemented by WhatsApp groups, Google groups etc. Some other well-known meeting apps were also used as e-learning platforms for practical demonstrations.

Faculty Members adopted the following process to implement online Sessions effectively:-

- The E-learning curriculum was prepared by HoDs and Dean, Faculty.



- Weekly Time Tables were prepared by Program coordinators in all Colleges.
- Nodal officers were appointed for Undergraduate and Postgraduate programs in each academic unit.
- Emails and Mobile Numbers of enrolled students were collected from respective offices.
- Notice of commencement of e-learning programme was sent to enrolled students.
- Timetables of online classes were provided in advance to concerned students and faculty for smooth conduct of classes.
- Teaching material was prepared by faculty and was approved by the concerned department Heads.
- Faculty members shared e-learning content along with learning objectives, as well as, PPTs, Assignments video links, E-books, other reading material to students through Group Emails, WhatsApp Groups, Google Classroom, Zoom, etc.
- Pre and Post assessment questionnaires were prepared to assess the learning of students using Google Form.
- Continuous Assessment was based on performance of students in assignments, quizzes, tests etc.
- Records of these assessments of students were used for preparation of internal assessment.
- Regular attendance of students was maintained by respective subject coordinators and verified by HoDs.
- Regular feedback was provided to the students on their progress in the respective course.
- Weekly reports of online classes were submitted by the Program coordinators to Nodal Officers for further compilation and submission to Pro Vice Chancellor through Dean.
- The whole e-learning program was monitored by all Coordinators, HoDs, Nodal Officers and Dean, Faculty of Nursing.

Item 7/7: To review the student feedback for teaching-learning and its implementation

Dr. Alok Saklani apprised the members on the ongoing student feedback system in the University for monitoring students' perspective on teaching-learning in a given course also sharing the parameters and the online method being followed for the purpose with the cooperation of the heads of various academic units and



the IT department of the University. He further apprised the members that the teaching feedback results go to the Principals (and in Medicine, the feedback goes to the Principal along with Vice Principals) for onward sharing the feedback individually with the respective faculty member.

The Vice Chancellor desired that there should be due corrective measures on the feedback remarks but one must also check the reliability of the feedback system as there might be a possibility that students can rate differently in a year of entry and subsequent years.

Dr. Mushtaq Ahmad apprised the members that some students may provide feedback casually so we must take that into consideration.

The Vice Chancellor emphasized on the need to ensure genuine and correct feedback. Peer review could be considered but it should remain unbiased. He advised Dr. Alok Saklani to review the existing system and a final decision should be taken after a discussion with various heads of academic units keeping all these aspects in mind.

The Vice Chancellor suggested that one could assess a faculty member's teaching efficacy with the help of even short (10 minute) lectures. One could use an open forum in the respective department and ask other faculty members for suggestions.

Dr. R.C Ramola suggested that feedback should be taken on the very first month so that corrective action be taken timely followed by a midterm review as also, after the concerned course was over.

The Vice Chancellor instructed to make feedback decentralized. Feedback should be conducted when the particular teacher is teaching. In order to implement the feedback system properly, the Vice Chancellor advised to do brainstorming on the subject matter.

Dr. Alok Saklani to take action

Item 7/8: To review the Exam status and Results analysis.

The Controller of Examinations, apprised the members on the Exam status and results. She apprised about timely declaration of results and that the examination cell provides exam data in terms of mean, maximum and minimum marks range in each course/ program including pass/ failure rates and Grading distribution among the class to the Heads of academic units. The respective Heads are expected to deliberate upon the marking pattern within the department and take appropriate steps where necessary.



Item 7/9: Utilization of seed money distributed for research work.

Dr. Vinita Kalra apprised about the Seed money distributed for research work adding that in the current year, the fund distribution has improved. The Vice Chancellor mentioned that with the new route for distribution of funds as per policy circulated, the usage of funds will certainly rise.

Item 7/10: Grants obtained from Govt. /Non Govt. bodies for research.

Dr. Vinita Kalra apprised about the Govt. / Non Govt. bodies for research. The Vice Chancellor observed that only HIMS has obtained funding under this head hence other constituent academic units of the University should also make efforts in this direction.

Item 7/11: Ph.D. Program

Dr. Vinita Kalra apprised about the Ph.D. Program sharing that there are currently about 81 students enrolled for PhD with some drop outs, and 5 have been awarded degrees.

- The Vice Chancellor advised Dr Kalra to check on the reason for students dropping out from the Ph.D program and ensure that we can make corrective actions for the future.
- The Vice Chancellor instructed to prepare broad guidelines for conduct of PhD in terms of-
 - What is expected from the PhD Guides with respect to the students registered under him?
 - What is expected from the PhD student in the PhD research process?
- It was decided that Dr. Kalra will organize a meeting with PhD Guides, and students separately, for the purpose.
- Dr. Kalra also mentioned that progress reports from PhD students have not been received on time, which may also have been due to Covid-19 restrictions to stay at home.

Dr. Vinita Kalra to take action

Item 7/12: Workshops, Seminars organized on research, good clinical practices etc.

Dr. Vinita Kalra apprised the members on Workshops, Seminars organized on research, good clinical practices etc. and pointed out that there is a great degree of progress in the same in the last one year.



Item 7/13: Report on research publications, patents and copyrights in this year 2021.

Dr. Vinita Kalra presented the data for research publications by faculty members pointing out that the performance was quite low in the last one year, perhaps due to Covid-19. Dr Kalra further stated that there is a need to sensitize the faculty on the benefits of publishing with the Web of Science and Scopus as these are relevant indexes from a quality viewpoint.

Item 7/14: To apprise the members about Extension and outreach activities of this year.

Dr. Jayanti Semwal apprised the members about Extension and outreach activities of this year which was appreciated by the members.

Item 7/15: Library report (Books and journals procured & usage report of e-journals, eBooks etc.)

Mr. Yogendra Singh apprised the members that:

- Library is in the process of renovation. Action is being taken by the engineering department at this front with a view to make it more easily accessible and facelift/ modernize the furniture.
- Library is also upgrading its Computer lab. Action is being taken by the IT department towards this end.
- Library is implementing an RFID system.
- Library is upgrading its website and KOHA installation. Action is being initiated.

Mr. Yogendra Singh suggested that faculty need to increase access & use e journals & ebooks more an also motivate students for the same.

Item 7/16: Review the progress of Career Counselling and Placement cell.

Dr. R.C Ramola apprised the members on the progress of Career Counselling and Placement cell-

- Guidelines have been circulated to all units/departments regarding minimum number of activities to be conducted in career counselling. At least 2-3 activities per semester/ per programme have to be conducted in order to arrive at a desired level.
- Regular meetings are being conducted online /offline both at unit/ department level and at university level for clarification and guidance.

Students of B.Tech, BCA, MCA MBA, BBA and B.Com programmes appeared in various companies for placements in 2021. Students got selected with good packages in almost all programmes. Placement data is being updated regularly with relevant departments. Also, students of Nursing, Community Medicine have



been placed in various Hospitals. In other programmes, generally students have gone for higher studies particularly the HIMS, Bioscience, and Paramedical.

Item 7/17: Review progress of Capability enhancement skill workshops.

Dr. R.C Ramola apprised the members on the progress of Capability enhancement skill workshops.

- Activities are being conducted on a regular basis as per the activity calendar of the academic units. Guidelines have been circulated to all units/ departments regarding minimum number of activities to be conducted across capability enhancement skills.

Item 7/18: To apprise the members on Sports and cultural activities / events/ competitions organized in the Institution.

Dr. R.C Ramola apprised the members on the activities as follows-

- In the year 2020-2021, various activities have been conducted. It is expected that more activities will be conducted in this semester/year as offline classes have commenced from 2nd August 2021.
- The University has to organize sports cultural competitions at the regional and state level. At present, maximum activities are within the various units/Departments alone.
- After deliberations, it was decided that regular activities needs to be organised at the state/regional/ national level.

Registrar to take action

Item 7/19: Apprise the members on professional development/administrative training programs organized by the University for teaching and non-teaching/ technical staff.

The Registrar apprised the members that for up-gradation of skills, training & development programs within the University are conducted every year for the teaching and non-teaching staff members. In spite of unprecedented situation on account of COVID-19 pandemic, numerous training programmes were conducted in the broad areas covering Administrative, Academic, Continuing Medical Education, Continuing Nursing Education, Hospital Infection Control, and Induction during the period 1st January 2021 to 30th September 2021.



Item 7/20: Review of Academic and Administrative Audit and initiation of follow-up action, Quality Assurance Conferences, Seminars, Workshops on quality, Collaborative quality initiatives with other Institution(s)

The Registrar apprised the members that:

- The academic & administrative audit is already in practice and formal guidelines for the same were required to be formulated in order to bring uniformity. Accordingly, the formulated 'Guidelines for Academic & Administrative Audit' have since been approved by the Academic Council and awaiting approval of the Board of Management.
- Quality Assurance seminars and workshops on quality are regularly conducted in the hospital. The University has conducted workshops for faculty members in the area of mentoring, slow & advance learners, programme outcome & course outcome, their analysis & attainment, MOOC, SWAYAM and IPR. Collaborative quality initiatives with other institutions still have to be encouraged.

Item 7/21: Preparation for next Strategic plan of the University

The Registrar apprised that the process for preparation of next strategic plan of the University, in collaboration with the Principals of constituent colleges/schools, will be initiated shortly.

Item 7/22: Progress on NAD

The Registrar apprised the members that the University had signed MoU with CDSL Venture Limited (A digital depository in NAD) in September 2018 for implementation of NAD (National Academic Depository) within the University. In June 2020, the Government of India/UGC had discontinued agreement with CDSL (and other digital depositories) and made Digi locker as mandatory depository for implementation of NAD.

The University has since registered with NAD-Digi locker and presently IT Head, Mr. Deepak Negi, is the Nodal Officer for NAD. Since academic credentials, i.e. marksheets/grade cards/degrees, fall within the purview of COE office, it will be in the interest of smooth functioning that the Nodal Officer for NAD-Digi locker may be from COE office.

Registrar to take action

Item 7/23: Any other point with the permission of the Chair.

Mr. Yogendra Singh raised the issue of Visibility of the Library link on the University Website and added that it should be more prominent & easily accessible, also suggesting that it can be linked on the Main or Home page.

Registrar to take action



The Vice Chancellor advised the members that the IQAC role should be clear to all. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions.

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



Dr. Jayanti Semwal
Coordinator



Dr. Vijay Dhasmana
Vice Chancellor &
Chairperson



SWAMI RAMA HIMALAYAN UNIVERSITY

'Action Taken Report' of 6th Meeting of IQAC held on 5th March, 2021

Item 6/10 (Viii): Regarding use of MOOC content by faculty members, three hands-on-workshops have been conducted for all faculty members. These include introductory workshops about the usage and development of e-content, which would be further beneficial to our respective students. Demonstration of essential MOOC PLATFORM resources for effective integration of e-content into routine lectures via Google Classroom was done. It expanded the horizons of online teaching with the knowledge of video sharing and editing in the Google Classroom and PowerPoint presentations.

