

Minutes of Meeting
Internal Quality Assurance Committee (IQAC)

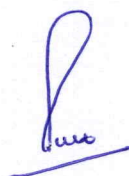
Date: 30 Aug 2024

Time: 11.00 AM

Attendees: Following members attended the meeting:

Dr. Sutapa B Neogi, Director
Dr. A.K. Agarwal, Advisor
Dr R Pathni, External Member
Dr. Punit Yadav, Convenor
Dr Ekta Saroha, Member
Dr. Rupsa Banerjee, Member
Dr Ratika Samtani, Member
Shri Sujaram, Member
Dr. Preetha G.S., Dean Research – Special Invitee
Dr. Sumesh Kumar, Dean Academics – Special Invitee
Dr Divya Agarwal – Special Invitee
Dr Sumant Swain – Special Invitee

S No	Point	Remarks
1	AQAR Report AQAR report review for finalization. Dr Divya Agarwal will be requested to provide the necessary insights on the draft AQAR.	Dr Divya Agarwal Informed the IQAC that the draft report has been finalized. The AQAR will be scanned and uploaded on the NAAC website accordingly. Action by: Dr Divya Agarwal Academic Department Director





S No	Point	Remarks
2	Academic & Learning Institutional process for continuous quality improvement in Academics and learning to be deliberated as per timelines defined to facilitate an early adoption.	The IQAC convener informed the members that the continuous quality improvement initiative will be undertaken in two phases of activity. In the first phase the mission and vision statement, program education objectives (PEO), program outcomes (PO) and competency framework will be discussed. In the second phase of activity during the next meeting of IQAC curriculum design, course outcomes, lesson plans and CO/PO attainment will be deliberated.
(a)	Mission & Vision	The mission and vision statement of the institute has been revisited in the light of technological developments and changes in management practices in the healthcare field during the last decade. The revised mission and vision statement has been endorsed by the Director and faculty and forwarded to the management committee for approval. Action by: Director Management Committee
(b)	Programme Educational Objectives (PEO)	The program educational objectives were discussed by the IQAC for any modifications. Dr Agarwal noted that we require to incorporate the framework of the national education program. Dr Sutapa informed that PEO take into consideration the aspects of NEP policy document. As a consensus the IQAC endorsed the program education objectives (PEO). Action by: Academic Department

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(c)	Program Outcomes	The program outcomes were formulated by Dr Pankaj Talreja Controller of Examinations as per the AICTE framework. The same was deliberated in detail. The members of the IQAC discussed each of the 12 program outcomes n. Based on the concrete discussions the program outcomes were suitably modified. A copy of the program outcomes was forwarded to all members for any further change as suggested before finalization. A copy of the program outcomes recommended is attached for adoption. The academic department may take in consideration the program outcomes for CO/PO mapping in future. Action by: IQAC Academic Department Controller of Examination
(d)	Competency Framework	During the meeting the IQAC convener informed that competency framework for each of the program outcomes requires to be established as per AICTE guidelines. The same has been prepared and changes in the light of suggestions by the members of IQAC on program outcomes will be undertaken. The same was circulated to all members of IQAC alongwith the draft minutes. The suggestions of the members have been included and the finalized competency framework is attached. Action by: IQAC Academic Department Controller of Examination
(d)	Activities related to curriculum design, course outcomes, lesson plans and CO/PO attainment	The activities will be undertaken by the academic department to update, transform, modify and bring about changes if any as per the revised program outcomes. The same will be placed before the IQAC in the next meeting for endorsement. Action by: IQAC Academic Department Controller of Examination

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S No	Point	Remarks
3	FPM Yearly academic and learning plan for all academic years may be considered with progress review.	The brochure for fellowship programs has been finalized as per AICTE guidelines. The same was circulated to all members of the IQAC for any comments. The guidelines are endorsed by IQAC. Action by: IQAC
4	Online Courses Course learning objectives and curriculum to be considered	The online courses as approved by AICTE will commence from 2nd September with the launch of certificate courses in hospital management. The course learning objectives and curriculum for the other programs healthcare supply chain management and health care finance are in the final stages of development and will be forwarded to the academic cell on completion. The academic department may thereafter forward the same to Academic Committee for evaluation. Action by: Academic Department Academic Committee
5	External Audit Report Recommendations of IQAC on External Audit Report to be discussed	The external audit report has been examined in detail. The external audit report was forwarded to IQAC for comments. After endorsement of the comments the external audit report has been discussed with the management committee and necessary quality improvement initiatives undertaken where applicable. Action by: All Departments IQAC



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S No	Point	Remarks
6	Placement SOP (a) Placement SOP to be discussed (b) As discussed in our previous faculty meeting held on 21st August 2024, in the board room first floor related to the placements & HR Confab 2024. It was discussed in the meeting that for the students of 2nd year, students will come to the institute during working Saturdays – 1st, 3rd & 5th. The Placement department is planning to organize sessions related to mock interviews, resume writing, soft skill training, grooming sessions, alumni talks, and doubt-clearing sessions.	The placement cell SoP has been modified by incorporating a paragraph outlining the procedures for placement as initiated through the faculty. This was clarified by Dr Sutapa and endorsed by Dr Agarwal. Thereafter the IQAC endorsed the SOP for placement. The IQAC also endorsed sessions by placement department on Saturdays as suggested. Action By : Placement Cell.
7	Credit Points Health IT Courses - The first-year modules are set in accordance with university criteria as Theory/ Tutorial = 15 hours = 1 credit, Practical = 30 hours = 1 credit - The second year still follows the same old criteria where theory/practical/ tutorial = 15 hours = 1 credit In continuation with my earlier mail regarding course credit for second year, though in HIT we have allotted 4 credits with 60 hours, actually only 45 hours are available for actual teaching/ lab or direct interaction. Rest is accounted by AEP. For example, HIT 703 is 4 credits - 60 hours. But has actually 15 days of 30 sessions of 1.5 hours allotted leading to 45 hours.	The credit points for health IT courses was discussed in the IQAC. After deliberation of the credit hours, Dr Sumesh Dean Academics suggested that the practical for Health IT courses maybe conducted on Wednesdays. The Health IT faculty may forward a list of practical training programs as per the modules to the academic committee and department for incorporating in the academic enhancement program for Health IT. Action by: Academic Committee Academic Department Health IT Faculty

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S No	Point	Remarks
8	Field Practice Area: Goyala Dairy Activity for Ist Year Students Document is Placed Forth for considerations. In addition to Diabetes program students may be tasked on Tuberculosis, RCH, Nutrition and Malaria, Dengue programs	The document for field visits and field activities in Goyala Dairy were discussed. Dr Sutapa was of the view that better clarity requires to be brought forth on the household survey with clear and defined outcomes. The IEC activities were recommended by the IQAC with a suggestion from Dr Pathni that the financial aspect should be delinked from the proposal and may be undertaken on a case to case basis. The field practice visits for first year students should include examination of all non communicable diseases including cancer hypertension and diabetes as suggested by Dr Pathni. The field practice area visit will incorporate nutritional health reproductive health, tuberculosis and malaria/dengue as a part of the training. The facilitation of Asha workers and medical officers was endorsed by the IQAC. Action By: Dr Sumant Academic Department
9	Faculty Workload As per UGC norms the employment of faculty is for 40 hours a week for 30 working weeks (180 teaching days). The breakdown of activities in direct teaching, research etc is reflected in the template. Academic department and committee has to accordingly consider aligning the timetable as per norms	The guidelines of UGC on assessing the faculty workload were discussed in the IQAC. The template as per the guidelines and Delhi university were placed forth to the IQAC. The members of the IQAC suggested that a large number of training activities are undertaken by the institute and accordingly the same should be incorporated as a separate head under the extension activities. The extension activities should also take into account conferences, seminars and any innovative projects being led by the faculty. The same was agreed and the template has been suitably modified which is hereby attached. The faculty workload may accordingly be calculated by the academic department on a weekly and annual basis. Action By: Academic Department

