

Minutes of Meeting
Internal Quality Assurance Committee (IQAC)

Date: 11 Nov 2025

Time: 11.00 AM

Attendees: Following members attended the meeting:

Dr. Sutapa B Neogi, Director

Dr. A.K. Agarwal, Advisor

Dr. Punit Yadav, Convenor

Dr Ekta Saroha, Member

Shri Sujaram, Member

Shri Dilip, Member

Shri Vaibhav Rastogi, Member

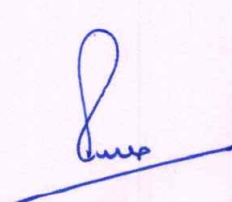
Dr Nidhi, Special Invitee

Shri Shikhar, Special Invitee

- The members were appraised of the actions taken for the last meeting of the IQAC. The Action Taken Report (ATR) on the Minutes of Meeting (MoM) dated 29 Jul 2025 is enclosed.
- The following Agenda points were discussed:



S No	Point	Remarks of IQAC
1	Assessment Assessment of the courses is undertaken in a ratio of 70:30 for external (Theory) and internal (Practical). In view of the UGC guidelines it is proposed to have more weightage for practical training as we move forward in the coming years. The iqac had already given an approval for the PGDM programs to move to a 60:40 ratio. From the upcoming academic session it is proposed that the following ratios (External [Theory]: Internal [Practical]) be considered for assessment: (a) PGDM – 60:40 (b) Online PG certificate program – 40:60 (to be discussed separately) (c) FPM – 30:70 (to be discussed separately) The evaluation for internal assessment will be conducted through quiz, discussion, assignment, journal club, seminars etc. The faculty for the respective subjects will prepare the internal guidelines and share the same with Academics. The internal assessment will be undertaken on Digicampus to maintain a document trail to facilitate transparency in assessment. Rubrics for assignment will be prepared by the respective faculty	The IQAC discussed the proposal for the external (Theory) and internal (Practical) ratio for the assessment of the academic programs as proposed. The IQAC recommended 60:40 for external and internal assessment for PGDM programs. The modalities and structure for internal assessment will require to be framed in a standardized manner by the Controller of Examinations in consultation with Academics and communicated to all faculty. Action by: Controller of Examination Academic Department




S No	Point	Remarks of IQAC
2	Course Curriculum In view of the current technological environmental changes and the industry requirement, there is a need to review the course curriculum to ensure that all academic courses are aligned with industry necessities. It is proposed to undertake a subject wise review of the course curriculum to examine the alignment with two principles; fundamental knowledge and industry relevance. The review is proposed as both a quantitative and a qualitative review in which the feedback of the industry, students, faculty, alumni and experts will be undertaken. The IQAC members are requested to provide their inputs to mature the curriculum review process.	The IQAC discussed the modalities for revision of course curriculum. Dr AK Aggarwal opined that the revision of the course curriculum should be taken up regularly as a consultative process with industry and experts. The IQAC was informed that the feedback is taken regularly from industry, academia, students and faculty for updating and revising the syllabus. After deliberations the following was recommended by IQAC. (a) Feedback forms will be reviewed by IQAC (b) Alumni association will be requested to identify industry and subject experts and suggested changes (c) The exercise in course curriculum review will be undertaken every 2 years or earlier if required Action by: Academic Department IQAC
3.	Placements Dr Ratika Samtani on behalf of IQAC is undertaking a review of the placements for the 2023-2025 PGDM batch. The placement review considered the following: • Organizationally reaching out and response • Job roles offered • Students placed and continuity • Students feedback • Salary packages offered The report will be presented and discussed in the IQAC meeting	The point will be taken up in the next meeting since Dr Ratika was out of station for official purposes



S No	Point	Remarks of IQAC
4.	Admissions Dr Nidhi on behalf of IQAC is undertaking a review of the admissions for the 2024-2026 batch. The review of admissions included the following: • Online activities undertaken and outcomes • Outreach activities undertaken and outcomes • Feedback of the Marketing team • Feedback of Students The report will be presented and discussed in the IQAC meeting	Dr Nidhi presented the report and the study which are attached. The actionable recommendations included: (a) Boost outreach in under representative States and backgrounds (b) use best counselor practices for team training and standardization (c) review and realign lead generation partnerships (d) create programs for integration and gender diversity The IQAC discussed the report. A feedback was obtained from the marketing department. Dr Sutapa also stated that a quality review is required for the GDPI where IQAC may take a review of the conduct of GDPI. IQAC agreed to the suggestions presented in the report and undertake qualitative review of admission process including GDPI Action By: Marketing Department Academic Department




S No	Point	Remarks of IQAC
5.	Internal Research Grant. Dr Ekta Saroha on behalf of the IQAC is undertaking an assessments of Internal research grant. The review will be undertaken for all the projects and will include following • Name of faculty • Title of the study • Grant value • Status- completed/ ongoing • Publication • Reports shared with Dean research • Data shared with Dean Research The report will be presented and discussed in the IQAC meeting	Dr Ekta presented her report on the utilization of Internal Research Grant. The IQAC discussed the report. There were concerns regarding time lag in publications on research carried out under the grant. This may be on account of the quality of methodology. Dr AK Aggarwal suggested that we can formulate a sub body within the IQAC to monitor the projects. Dr Sutapa apprised the IQAC that IIHMR Society has constituted the Institutional Research Committee. Internal Research Grant projects accordingly may be forwarded to the IRC for approval. The IQAC recommended the following: - Internal Research Grant projects to be monitored closely by Dean Research - The Projects to be forwarded to the Institutional Research Committee for approval - Publications from Internal Research to be streamlined to avoid delays Action by: Dean Research



S No	Point	Remarks of IQAC
6.	Skill cum Training Lab IIHMR Delhi is establishing a Skills cum training Lab to introduce the students to Psychomotor skills. The first themes identified for the Skills Lab include: • Biomedical Waste Management • Occupational Health and Environment Safety • Cold Chain Management • Medical Device and Equipment for Hospitals	Skills cum training lab is being established on the second floor to provide psychomotor skills for the students. The IQAC recommended that the training in skill Labs may be imparted under LTP framework. The Lab may be augmented over the years and aligned with Skill India Programme. Action by: Academic Department
7.	Assessment. The Mid-Term (Internal Assessment) and End-Term Examinations will be strictly aligned with the Course Outcomes (CO1 to CO6) and mapped to the corresponding Bloom's Taxonomy levels, effective from the 2025 batch onwards.	The Controller of Examination presented the model question paper for the theory exams mapped as per the course outcome (CO) levels. The IQAC recommended the same to ensure scientific mapping of CO/PO outcomes Action by: Controller of Examinations



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8.	Online Programmes. Endorsement of Course Objectives and Outcomes for Online Programmes. Assessment criteria to be based on Internal : External ratio of 60:40. Internal Assessment (60) will include • Quiz – 20 marks • Discussion – 20 marks (May include article review, case study, recent advances etc to be decided by faculty) • Assignment – 20 marks (May include presentation, case study, journal club to be decided by faculty) External Assessment (40) will include Short and Long Answer question based on Blooms level to be decided by Controller of Examination.	Assessment ratio for online PG certificate programs was discussed by the IQAC. Dr Agarwal was of the opinion that the ratio should be 50 is to 50 which will balance the internal and external assessment. The IQAC agreed to the suggestion. Accordingly the IQAC recommends a 50:50, External(Theory): Internal (Practical) ratio for assessment for Online PG certificate courses. The details for the same will be worked out by Controller of Examination and Academic Department. Action by: Controller of Examination Academic Department
9.	Immersion Programme. Immersion Programme for 1st year PGDM students may be planned in AMTZ Vishakhapatnam which will include attending the Conference on Medical Device Supply Chain Management	The IQAC recommended inclusion of AMTZ Vishakhapatnam for immersion programme for Ist year Action by: Academic Department


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