

**Minutes of Meeting - Internal Quality Assurance Cell (IQAC)
held at IIHMR Delhi Campus on
Thursday, September 09, 2021 at 12:30 P.M.**

Following members were present in the meeting:

Dr. Sutapa B. Neogi
Dr. A.K. Agarwal
Dr. Preetha G.S.
Dr. Anandhi Ramachandran
Dr. Vinay Tripathi
Ms. Divya Aggarwal
Dr. Rupsa Banerjee
Mr. Tarun Nagpal
Dr. Abha

The Following points were discussed in the meeting:

- Circulate the IQA indicators with all the faculty members.
- Demo of ERP (Coll Poll) has been done and in the process of finalization.
- Post Graduate program in Public Health and Financial Management will be commencing in November 2021. Next year we can apply for ODL program from AICTE portal.
- The total marks for dissertation will include proposal writing (50%) and submission of dissertation report (50%). The two topics may not match.
- Allocation of mentors in 2nd year stream wise will be done from next academic year (2021-23) batch.
- **Examinations**
 - (i) Internal examination pattern should include assignment (Handwritten), case study, presentation, quiz and attendance. These should be decided by the faculty coordinators. All records should be submitted to the examination cell.


(ii) 4 sets of question papers should be submitted to examination cell after completion of module. Examination cell should have question bank from respective faculty and moderation board should be constituted.

(iii) Every faculty should submit the evaluated answer sheets within 45 days to the examination cell after completion of respective module.

(iv) In supplementary exam, no student will get above 50% marks.

- Separate room for IQAC should be identified and 1 nodal person should sit there. Committee of 3 to 5 members should be constituted along with the one senior faculty and one research officer.
- Separate budget of IQAC committee should be reflected in the upcoming budget.
- Dr. Vinay and Dr. Rupsa are requested to match all IQA indicators with NAAC matrix and prepare accordingly.
- Academic Advisory Committee meeting should be scheduled in September end.
- Those students who are fully vaccinated will only be allowed to attend the offline classes.
- Every fortnight IQAC meeting will be conducted and next meeting is scheduled on 22nd September 2021.




Director
International Institute of
Health Management Research
Dwarka, New Delhi

**Minutes of Meeting - Internal Quality Assurance Cell (IQAC)
held at IIHMR Delhi Campus on
Thursday, September 23, 2021 at 02:30 P.M.**


Following members were present in the meeting:

Dr. Sutapa B. Neogi
Dr. A.K. Agarwal
Dr. Preetha G.S.
Dr. Anandhi Ramachandran
Dr. Vinay Tripathi
Ms. Divya Aggarwal
Dr. Rupsa Banerjee
Mr. Tarun Nagpal
Dr. Abha Singh

The Following points were discussed in the meeting:

- “Quality Management and Patient Safety in Hospital” module should include WHO POCQI framework. Discussions are in the process.
- Institute of Secretariat Training and Management does not provide training to private institutions for skill development of employees. Ms. Harshita has been requested to explore more options.
- It has been decided that placement cell should take the recruiter’s feedback about the Institute’s experience from the upcoming placement drive.
- Word file of NAAC indicators should be shared with Dr. Vinay and Dr. Rupsa.
- IQAC indicators proposed by Dr. Agarwal were discussed and Dr. Vinay & Dr. Rupsa were asked to incorporate their proposed indicators for NBA into the IQAC parameters.
- The Director has announced that IQAC meetings will be held fortnightly.




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Dwarka, New Delhi

Minutes of Meeting - Internal Quality Assurance Cell (IQAC)
held at IIHMR Delhi Campus on
Saturday, March 19, 2022 at 04:00 P.M.

Following members were present in the meeting:


Dr. Sutapa B. Neogi
Dr. A.K. Agarwal
Dr. Preetha G.S.
Dr. Vinay Tripathi
Dr. Rupsa Banerjee
Mr. Tarun Nagpal

The Following points were discussed in the meeting:

- Training for students – grooming/ personality development/ soft skills/ newspaper reading, communication skills, etc.
- IQAC meeting to be held once in two months preferably in 1st week of the month
- NAAC – document sent by Mr. Vyas to be reviewed by respective departments
- Health IT course to be reviewed by experts
- Students to be informed of free online courses on softwares
- Honorarium for external faculty to be increased
- IIHMR Bangalore faculty can be invited for health IT courses
- Every course to be taught by two faculty members (70:30)
- Curriculum to be reviewed at regular intervals
- IQAC has suggested to consider MAT score (min 40%) in admissions
- Dr. Sutapa to speak to Dr. Nishikant and Dr. Gogia regarding student feedback on module
- Clinical Information System module to be given to another faculty
- Placement package information should not be displayed in any marketing material or PPT
- Office skill development of employees – to be planned

The next IQAC meeting would be held on 2nd week of May, 2022, date and time would be intimated accordingly.




Director
International Institute of
Health Management Research
Dwarka, New Delhi

**Minutes of Meeting - Internal Quality Assurance Cell (IQAC)
held at IIHMR-Delhi Campus on
Tuesday, June 07, 2022 at 11:30 A.M. onwards**

Following members were present in the meeting:

Dr. Sutapa B. Neogi
Dr. A.K. Agarwal
Dr. Preetha G.S.
Dr. Sumesh Kumar
Ms. Divya Aggarwal
Dr. Rupsa Banerjee
Dr. Pankaj Talreja
Dr. Sukesh Bhardwaj
Mr. Tarun Nagpal
Mr. Devarasetti Vamshi
Mr. Rajat Tiwari (on online mode)

Regrets:


Dr. Vinay Tripathi (on official tour, Chhattisgarh)

The Following points were discussed in the meeting:

- Content circulation should be routed through social media committee.
- Packages will be highlighted in Average and Highest in figures rather than putting up the individual packages.
- Companies or organization Logo must have consent from the respective organization or individual.
- Being a management institute, we should promote quality rather than package highlight. "Excellent placement packages".
- Dr. Agarwal suggested using "Track Record of Excellent Placements with Attractive packages".

The date and time of the next IQAC meeting would be intimated in due course.




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International Institute of
Health Management Research
Dwarka, New Delhi



INTERNATIONAL INSTITUTE OF
HEALTH MANAGEMENT RESEARCH

**Minutes of Meeting - Internal Quality Assurance Cell (IQAC)
held at IIHMR-Delhi Campus on
Friday, July 01, 2022 at 03:15 P.M. onwards**

Following members were present in the meeting:

Dr. A.K. Agarwal (Convenor)

Dr. Sutapa B. Neogi

Dr. Rupsa Banerjee

Dr. Pankaj Talreja (Spl. Invitee)

Dr. Sumesh Kumar (Spl. Invitee)

Regrets:

Dr. Preetha G.S.


Dr. Vinay Tripathi

The Following points were discussed in the meeting:

- In reference to meeting held on 29 June 2022 between the Trustee Secretary and Director IIHMR-Delhi, amendments suggested in the examination policy of IIHMR-Delhi were discussed.
- The amendment document prepared by Controller of Examinations was duly approved by the IQAC (enclosed).
- Moderation of term end examination question papers was recommended by the IQAC, to be included in the examination policy amendment.

The date and time of the next IQAC meeting would be intimated in due course.




Director
International Institute of
Health Management Research
Dwarka, New Delhi

**Minutes of Meeting - Internal Quality Assurance Cell (IQAC)
held at IIHMR-Delhi Campus on
Thursday, September 01, 2022 at 02:30 P.M. onwards**

Following members were present in the meeting:

Dr. A.K. Agarwal (Convenor)
Dr. Sutapa B. Neogi
Dr. Preetha G.S.
Dr. Vinay Tripathi
Dr. Rupsa Banerjee

A meeting for internal faculty members of IQAC was convened. The following points were discussed in the meeting:

- Value Added Courses were shortlisted for the academic year 2022-23 from the list of proposed courses received from faculty members. One course was selected for first year and two courses were selected for second year students.
- It was decided that comments received from external reviewers for course curriculum review would be evaluated for consideration by senior faculty members of respective streams.
- Indicators for quality assurance in academics, research and training will be consolidated by the IQAC for implementation.
- Moderation of examination question papers will be conducted with subject matter experts for upcoming examinations.
- Faculty Orientation on Institute Quality Assurance Policy and related indicators was conducted by IQAC on August 23, 2022.

The date and time of the next IQAC meeting would be intimated in due course.



Director
International Institute of
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Dwarka, New Delhi

**Minutes of Meeting - Internal Quality Assurance Cell (IQAC)
held on
Friday, September 23, 2022 at 02:00 P.M. onwards (virtually)**

Following members were present in the meeting:

Dr. A.K. Agarwal (Convener)
Dr. Sutapa B. Neogi
Dr. Preetha G.S.
Dr. Sumesh Kumar (Special Invitee)
Dr. Vinay Tripathi
Dr. Rupsa Banerjee
Mr. Sujaram Jat
Mr. Jaipal Singh
Mr. Tarun Nagpal

The following points were discussed in the meeting:

- Revision of academic calendar was discussed: (i) Two days of academic enhancement activities and two days of field visit to be included in each month; (ii) Course credit hours to be reduced for all first-year courses after discussion with faculty members. Faculty KRA to be revised accordingly.
- Student feedback regarding modules was discussed. Modules and teaching learning approaches to be made more analytical and case based. Communication lab and health communication module to be revisited.
- The point of two faculty members allotted to each module on a 70:30 basis was deliberated.
- Every module should include student presentations to improve presentation skills of all students. All faculty members to be informed to plan their modules accordingly.
- Internal assessment to be made more analytical in line with Bloom's taxonomy of educational learning.
- All faculty members to edit and update their modules – Mr. Tarun to coordinate with faculty members who are taking October and November 2022 courses, for submission of their modules to IQAC for quality check.
- The issue of delayed declaration of results to be addressed – specific days to be scheduled for faculty members to check answer sheets on campus.
- Timely communication to students regarding placement opportunities and indicative list of placement organizations to be circulated.
- Synopsis writing workshop to be held for second year students before dissertation synopsis submission.

The date and time of the next IQAC meeting would be intimated in due course.



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Dwarka, New Delhi