

Long Term Planning of IQAC (w.e.f 2021-2022)

- 1. New syllabus:** In the Institute two subjects (Food Science & Quality Control and Management) have been regarded as subsidiary subjects for teaching- learning. Under the norms of New Education Policy, these subjects will be taught as minor subjects. However, with the beginning of the first session of 2022-23, Food Science & Quality Control should be converted into a new subject named as “Food Technology” and taught as a major subject.
- 2. CBCS at PG Level:** For the implementation of the CBCS in all the final year classes of P.G. the respective “Board of Studies” should be directed to approve the optional papers. The syllabus of all the P.G. programs would have to be run under the CBCS Ordinance No. 14 of Barkatullah University so that CBCS system can be fully implemented along with credit system in the P.G. level.
- 3. Reconstitution of Board of Studies:** At the time of reconstitution of Board of Studies, one member should be included from the prestigious universities/ higher education institutions/ research institutes of the country. For this purpose, VIDWAN portal of MHRD can be used for the selection of experts.
- 4. The Arrangement for Practice School:** The Academic and Administrative Audit Committee, constituted at the institutional level, has proposed that at PG level of M. Sc (Physics, Chemistry, Biotechnology subjects) the fourth year students should go to other institutes for the completion of their studies. This practice should be operated under “Practice School” so that the students will work under Study Oriented Project/ Job Oriented Project/ Research Oriented Project/ Industry Oriented Project. In the final year of the remaining subjects, the arrangement of dissertation will remain unchanged but, if in any subject, there is no such arrangement, then the work of either practice school or dissertation should be started.
- 5. Online Teaching Diary:** In the Institute, each professor keeps his/her teaching record in the form of hard copy of a diary. At present there is a provision for maintaining the teachers’ diary online. Topics, Teaching Methodology, Teaching Tools and work done should be included in Online Class Reporting module so that academic information can be accessed at a click which will further strengthen the administrative set up.
- 6. Identification of Slow and Fast Learners:** First year students will be identified as slow and fast learners on the basis of class tests, presentations, and questionnaires. Following this, remedial classes, extra classes, special trainings, motivational lectures, invited talks etc. will be arranged for the students.
- 7. Strengthening of Tutor-Guardian (TG) Scheme:** In the Institute, under Tutor Guardian scheme, the online data of the students and their guardians is collected through questionnaires. For strengthening TG schemes, this data can be used as a basis for the implementation of various schemes which will further strengthen TG schemes. To fulfill this purpose, the IQAC will conduct meetings with the members of T.G. committee regularly. In this scheme, personal counseling, personality development, core-abilities etc. can be introduced so that the holistic development of the students becomes possible.

- 8. Parent- Teacher Association (PTA):** The establishment of Parent-Teacher Association (PTA) should be done in each Department compulsorily. Through this association, guardians can provide necessary co-operation for conducting several activities.
- 9. Strengthening of Comprehensive Continuous Evaluation (CCE):** CCE, which is the lifeline of the academic system of the Institute, has been successfully implemented. To further strengthen this system, the CCE monitoring cell should be established. With the help of this cell, CCE will be conducted more efficiently and its implementation will be more strict.
- 10. Students Feedback System:** In this system, the feedback system running previously, will remain the same but keeping in mind the excellence of the academics, after the completion of each period, a survey among students in digital data form will be done. In that survey, the performance of teacher related to studies will be obtained in the form of digital data and maintained by the IT Cell. For this, quiz/survey model on the portal will be used. In this regard, a meeting with the IT cell is proposed soon. On the basis of feedback, different schemes should be ready and on that basis an Action Plan should also be obtained.
- 11. Feedback Mechanism of Faculty Members and Employees:** On receiving the feedback of faculty members and employees with respect to administration and academics in each semester/session, an online system can be implemented so that academic and management matters work can be closely monitored.
- 12. Implementation of Question Bank Concept:** Under NEP, the preparation of question papers will be done through question bank. Furthermore, the question papers should fulfill all the objectives of LOCF. Hence, meeting will be conducted with the examination cell so that the outlines of question papers could fulfill the requisite needs of NEP.
- 13. Publication of Research Journals:** At the institutional level, the Research Journal, "YUYUTS", published for the last few years, should be published annually regularly. A committee should be formed which will complete the formalities regarding the registration of ISSN Nos and will also be responsible for the completion of all the works related to the publication of the research journal.
- 14. Textbook Writing:** Under the New Education Policy 2020, the writing of books for the new syllabus has been undertaken by the Government of Madhya Pradesh. Professors of the Institute have also given their consent for book writing. The list of the professors who are engaged in writing the books should also be available on the portal and they should also be awarded with appreciation letters regularly.
- 15. MOUs & Linkages:** Each department can undertake MoU activities—at least two at the national level and two at the state level. Linkages with national and international institutions can also be established. The purpose of such activities is to organise a number of academic activities for the students. GIAN portal of MHRD can also be used for international linkages.
- 16. Academic Calendar:** Every Department should make a plan of the academic and extra-curricular activities of the whole session as per the format of the academic calendar of the Institute and should be submitted with the IQAC cell. After the completion of these activities, reports with photographs, and newspaper coverings should be maintained by the Department and the IT cell.

- 17. Extension Activities:** NSS, NCC, Red Cross etc. which are the units of Institute should meet NGO/ Industry and other social communities and also arrange with them different cultural activities, the social awareness programmes and extension activities based on human values. Details such as the number of participants, the name of the activities, the name of the convenor and the information of other engaged professors in the activities, should be maintained with foolproof documents. All the photographs should be taken with geo tagging app.
- NSS day celebration, Blood Donation, Social works, Environmental programmes, Health programmes should be organised by the NSS.
 - Exhibition related to National Unity, Independence Day Parade, celebration of NCC Day, and programmes related to orientation of students should be organised by the NCC unit.
 - All Departments of the Institute are free to undertake any of these activities.
- 18. Awards & Recognition Received for Extension Activities:** In extension activities, the list of the names of students who have been awarded either by government or any other recognized institutions should be uploaded on the portal with the help of IT Cell. Similarly, the names of those students should also be included who have been awarded for their contribution to Sports, NCC, NSS & Youth festivals.
- 19. Research Activities:** In the Institute, seven Departments are registered as research centres of the university. The information of the students who have been registered in these centres and their research guides is available on the portal. Information regarding the updation of research work should also be available and the research guide should also have the facility for regular updation. The process of registration and the fee structure should be displayed on the portal. Research scholars should actively participate in teaching-learning process of the Institute. The outstanding research guides and research scholars should be awarded regularly.
- 20. Installation of Learning Management (LMS) Moodle on the IEHE Portal:** Presently, the mode of teaching-learning is through Microsoft Teams in the Institute. So, for the successful implementation of online teaching, it has become essential for the Institute to provide LMS facility to the teachers as well as the students. Hence, with the proper content management including Blended Learning Features, Assessment and Testing better reporting, Tracking, E-Commerce Functionality, the facility of the LMS software (Moodle) will have to be necessarily given on the portal of the Institute.
- 21. Student Enrollment & Profile:** Our Institute is the premier institution of MP Government to run the state level academic activities. Hence, student enrollment and their profiles should be carefully evaluated. In the Institute, students take admission from all parts of the country but this data needs to be analysed district wise/ state wise. This work will be done by the IQAC and the report will be presented before the higher level committees. First of all, IQAC approves the services of the National Testing Agency for conducting the National Level Entrance Examination for new admissions so that students' enrolment and profile can be established on national level.
- 22. Budget of Department & Committees:** All Departments and Committees should be consulted for infrastructural development schemes with the required budget justification for the formulation of a detailed budget which should then be carefully evaluated. At the end of the session, the information about the used budget should be maintained. During the whole session, one presentation will have to be given to the Director about the work done by different committees which will be maintained in the IQAC.

23. Infrastructure: Department-wise facilities (the information related to research equipment and other equipments) should be displayed on the portal alongwith the information of the purchased equipment each year so that the updated data is available on the portal. The facility of logbook on portal is also proposed so that other departments/ professors/ research scholars may also be benefitted. In this regard, a meeting with the IT cell is proposed to be held very soon.

24. Importance of E-Learning Resources: In most of Departments of the Institute, smart classes with IT tools have been established. Firstly, its inventory will be prepared and displayed on the portal. For the proper use of e-learning resources, the facility of logbook on portal is proposed so that other Departments may also be benefitted. Besides this, training sessions, FDP workshops for the teachers are also proposed to be organised with the help of IQAC, IT Cell & the Computer Science Department for its proper use.

25. Mentoring System:

- Through the proper implementation of T.G. scheme, the mentoring system among the students will have to be established in a better form.
- In the Institute, student-student mentor-mentee, teacher-teacher mentor-mentee 3 systems and teacher-non-teaching staff mentor-mentee system is the most essential requirement. Primarily, the database of teachers, student and staff will be prepared through the portal so that the information of areas of expertise and weak areas of the concerned can be collected. Accordingly, mentor-mentee schemes can be started on different levels with the help of IQAC. According to the need, training will be given to the office staff frequently.

26. Library: There are entries of new text books, reference books, e-books, journals, e-journals, CD and videos on the portal/ ILMS of the Institute. As needed, the students can search them online and can also do advance booking for their issuance. This facility should be publicized well. Presently, the Institute has facility of only NLIST. The number of e-resources in e-library should be increased and the students who use them regularly should be awarded.

27. The Availability of E-content: Students should make the schemes for the use of available e-content through e-PG Pathshala, SWAYAM(NPTEL/CEC/IGNOU etc.) and Self Paced Learning. (Eg. Vlab.co.in, E-Kalpa, Oscar, Spoken Tutorial, Swayamprabha, Edx etc.) Faculty and students should be apprised of these developments.

28. The Formation of E-content: The institute has the basic facilities to form e-content. In the session 2020-21, it was used for Youtube channel of Higher Education Department MPPG science e-content for five subjects of the PG level such as Physics, Chemistry, Mathematics, Botany and Zoology, for which different subject experts from the state are asked to prepare e-content and upload them. Approximately, more than 160 video presentations of 40 minutes have been uploaded on Youtube. For UG and PG students, there is a plan to make this kind of channel, so that they may be benefitted. There should be a separate room for the formation of e-content.

29. IT Infrastructure: The number of computers is not enough as per the ratio of students in the Institute. Hence, as the first step, the Institute should purchase 50 computers from its fund. The lease line of higher capacity is the most essential thing for better facility in the Institute.

- 30. Maintenance of Campus Infrastructure:** At present, the expenditure for maintenance of physical facilities and academic sport facilities is very less which is a hurdle for the prospects of the Institute the long term. Hence, the budget for maintenance should be allotted separately. The procedures and policies for the proper maintenance of different facilities are being prepared by IQAC. At present, the policies are ready for Library and Sports facilities. Besides this, the policies and procedures will be prepared and uploaded on the portal for classrooms, smart classes, toilets, common rooms, water coolers, fire extinguishers etc. so that the responsibility of the concerned can be decided.
- 31. Student Support System:** The Institute receives an amount from each student every year under welfare fund (SWF). The insurance of students is being done through SWF. The topper of each class gets a scholarship of Rs. 2000/- on the basis of merit. The students are also provided TA/ DA for paper presentations etc. through Academic Council. In the institutional committees, there should be a separate committee for this purpose so that most of the students can be benefitted with more financial support. The publicity of this scheme should be done widely so that the fund must be utilized fully in the welfare of the students. The students of the Institute are provided with different kinds of scholarships. In the institutional committees, there should be a separate committee with help desk so that the scholarships can be easily provided.
- 32. Capability Enhancement & Development Schemes:** In this regard, Placement Cell, English Department, Computer Science Department, Sports Department, Tutor-Guardian Committee and Psychology Department are given the task of organising different activities. They can also be given the responsibility to prepare the report of the activities as well as maintain the record of activities with photographs and publish newspaper items. The activities related to capability enhancement can be organised in the following fields:
- Soft skill Development
 - Remedial Coaching
 - Language Lab
 - Bridge Courses
 - Yoga and Meditation
 - Personal Counseling and Monitoring
- 33. Guidance for Competitive Examinations and Career Counseling:** Every Department should organize career guidance related activities every month. Every department should make presentations with different options for career. In the presentation, the Department should focus on achievements of the graduated students of the previous years. Subject related National Laboratories, National Research Institutes, National and International level NGOs, Renowned Subject Experts and their work etc. should be explained properly. This presentation should be updated every month so that students are well aware of the present scenario/ achievements for their own motivation. The career oriented activities which are different from the subjects, should be organized by Placement and Vocational Cell regularly.
- 34. Grievance Redressal:** The removal of grievances of students should be done on the priority basis. IT can be helpful in this respect. For the process of cataloguing of grievances of the students, the module can be obtained on the portal with the feature of Drop Down Facility. Flow design may also be prescribed for the removal of different complaints. In this reference, Grievance Redressal Committee, IT Cell and IQAC can make an action plan jointly.

- 35. Campus Placement:** A committee of students for placement-related work should be formed under the norms of Placement Cell. This committee should conduct meetings with IT Cell and IQAC to strengthen the Cell.
- 36. Student Progression:** Exam Cell, IT Cell, Alumni Cell and IQAC should organise joint meetings to give a proper shape to their activities and make an action plan for its implementation.
- 37. Students Qualifying in State/ National/ International Exams etc.:** The information of the achievements of the alumni can be uploaded with Alumni cell/ association with the help of IT Cell. The names of such students should be displayed on the display board of the Departments. Alumni association can provide help for this purpose.
- 38. Sports and Cultural Activities:** There is a Sports Complex in the Institute for several activities but there is no proper place for the arrangement of cultural activities. Hence, either one room or hall should be allotted to organize such activities. The information of the activities with photograph etc. can be displayed in this room. This room/ hall can also be used for rehearsals etc. The complete information of Sports and cultural activities can be maintained by the in-charges of the Sports and cultural committees respectively.
- 39. Activities of Students Council & Representation of Students in Various Committees:** The formation of Students Council is mandatory for the progress of the Institute and the spirit of leadership among the students. Students should participate in several committees. There should be an arrangement in the portfolios of the students to describe their accomplished works. A relevant software can be made by the IT Cell for this purpose. In the Board of Studies of different subjects alumni of this Institute participate actively. students who do not participate actively in the Board of Studies should be replaced with other alumni.
- 40. Alumni Engagement:** A registered alumni association is urgently required for the institute. After its formation all the activities should be organised through this association. First of all, the data of all the graduated students should be available on the portal of IEHE so that any alumni can easily be registered. Examination Cell, IT Cell, Alumni Association and IQAC can organise a meeting jointly in this reference and can provide the essential action plan. In the beginning, the alumni association should provide financial support to the Institute for the conduction of the meeting functions related to alumni. After the registration of the association, the responsibility can be handed over to them.
- 41. Functional MIS:** In the portal of the Institute, one functional MIS is mandatory through which the following works can be accomplished:
- Number of students who apply for scholarships, sanctioned number of scholarships and the information of total amount of scholarships.
 - Calendar and planner of academic, cultural and sports activities.
 - The complete information of teaching- learning for example-date, class taken, paper, topic, modality, number of students (attendance). This work can be updated through online-teaching diary.
 - The information about following activities can be obtained through MIS from the research profile of each teacher:

- Number of registered supervisors
- Number of students registered
- Number of Ph. Ds awarded
- Thrust areas
- Number of research papers published
- Number of conferences attended
- Membership in different boards/committees in National /International /State Universities.
- Citation index
- h-Index; i₁₀-Index
- Average impact factor (GIF/T&R)
- Collaboration (MOUs): year/department/purpose/agency/activity/ number of beneficiaries
- Extension activities: year/ name of the department/ unit/ field area/ activity/ number of students participated/ objectives achieved

The above information is available on the portal of the Institute but this should be displayed in the form of MIS. A meeting with IT Cell and IQAC can be organised for this purpose.

42. Gender Equality: Departments of Political Science, Sociology, Psychology, as well as the Cultural committee can be given responsibility to organise a minimum of one activity in the Department every year on this issue. They can be responsible for the write-up of the report of the activities and also to maintain that record of activities with photographs and published news items. The following ways can be done under gender equality issue:

- Political Science Department: Awareness programs related to the "Laws for girl child".
- Sociology Department: The lectures can be delivered on "women rights and their preservation" with the coordination of National commission for women.
- Psychology Department and Cultural Committee: Poster competitions and other activities can be organised on 'Girl child Education' and 'Women Empowerment'.
- Cultural committee: This committee can organised lectures for students on 8th March (Mahila Diwas) describing the achievement of the ladies.

43. Use of Renewable Energy Resources and other facilities: In the Institute, two solar panels of 10 KVA each are set up in the Library and Girls' Hostel. Electric Maintenance Committee can bear the responsibility of their repair, maintenance and expansion. long term policy of the use of LED bulb and LED tube light should be made. And the work of green audit should be done regularly. In the hostels and canteens, an incinerator should be arranged. Facilities for vermi-culture, rainwater harvesting and organic waste management should also be provided.

44. Friendliness for Differently-abled (Divyangjan): In the Institute, there should be a separate committee for collecting information related to the conditions of such students and ensure them better facilities according to their needs. Some basic needs are as follows:

- Separate restrooms
- The purchase of Braille software for blind students
- The implementation of the schemes for skill development
- The work of ramp with railings for the divyangjan

45. Human Values and Professional Ethics: The following actions are proposed under this:

- The English Department can be given the responsibility for making the manual of 'code of conduct' for the faculty.
- Anti-Ragging committee, Sports Department, Cultural Committee, NCC and NSS can help with the making of the manual of the 'code of conduct' for the students.


Both of the above manuals should be framed and displayed at a proper place on the display board/ wall and should also be available on the portal of the Institute.

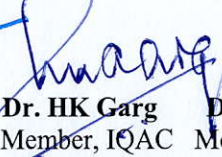
46. Activities Conducted for Promotion of Universal Values and Ethics: The different departments of the Institute should take responsibilities for organising minimum one activity in their departments every year. The Departments should also be responsible to maintain the record with photographs and published newspaper items. Activities can be categorised in the following ways:


- Yoga day celebration- *Sports Department*
- National unity and integrity related program- *NCC*
- Social services related program- *NSS*
- Peace and non-violence related program (debate and panel discussion etc.)- *political science department*
- Meditation program- *Dr. RK Shrivastava*
- Blood donation camp- *NSS and Rotoract club- Dr. Indira Barman and Dr. Mahipal Singh Yadav*


47. Eco Friendly Campus: The activities are as follows:


- PUC drive in campus for staff and students vehicles
- Apart from NSS there should be a separate committee for campus beautification. Plans can be made and implemented through this committee. For better results Dr.Ajay Bhardwaj can also be a good option for this work. The following works can also be accomplished under the guidance of this committee:
- In the Institute all the trees should be displayed with names and the description of their medicinal values.
- There should be an open gym with proper sitting area for the students.
- The work of landscaping should be done on proper different places.
- The scheme of adopting one tree by each student should be implemented.
- This description should be added in their TC / conduct certificate /portfolio when they complete the education and leave the Institute.
- Under NEP norms, this scheme can be implemented with new students immediately.
- Work of "shramdaan" should be done by students, faculty member and other employees of the Institute every month.
- The responsibility of assessing the food quality, cleanliness and maintenance of canteen and mess can be given to the students.
- Kitchen garden should be developed near the hostels.
- The Departments and Hostels should be awarded twice every year (15th August and 26th January) for their significant efforts to keep the premises clean and eco-friendly.
- All the Departments can get a grant for this purpose according to the registration of the students.



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