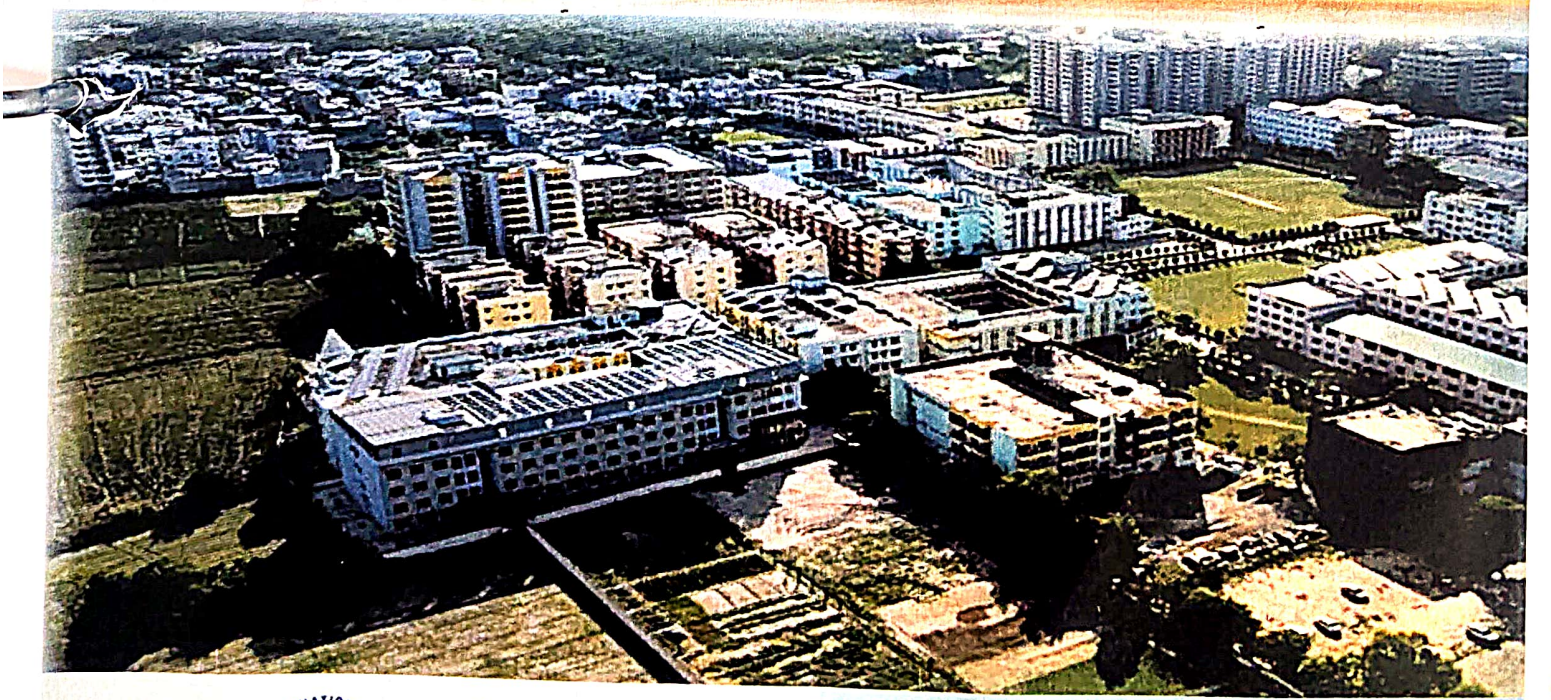
CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

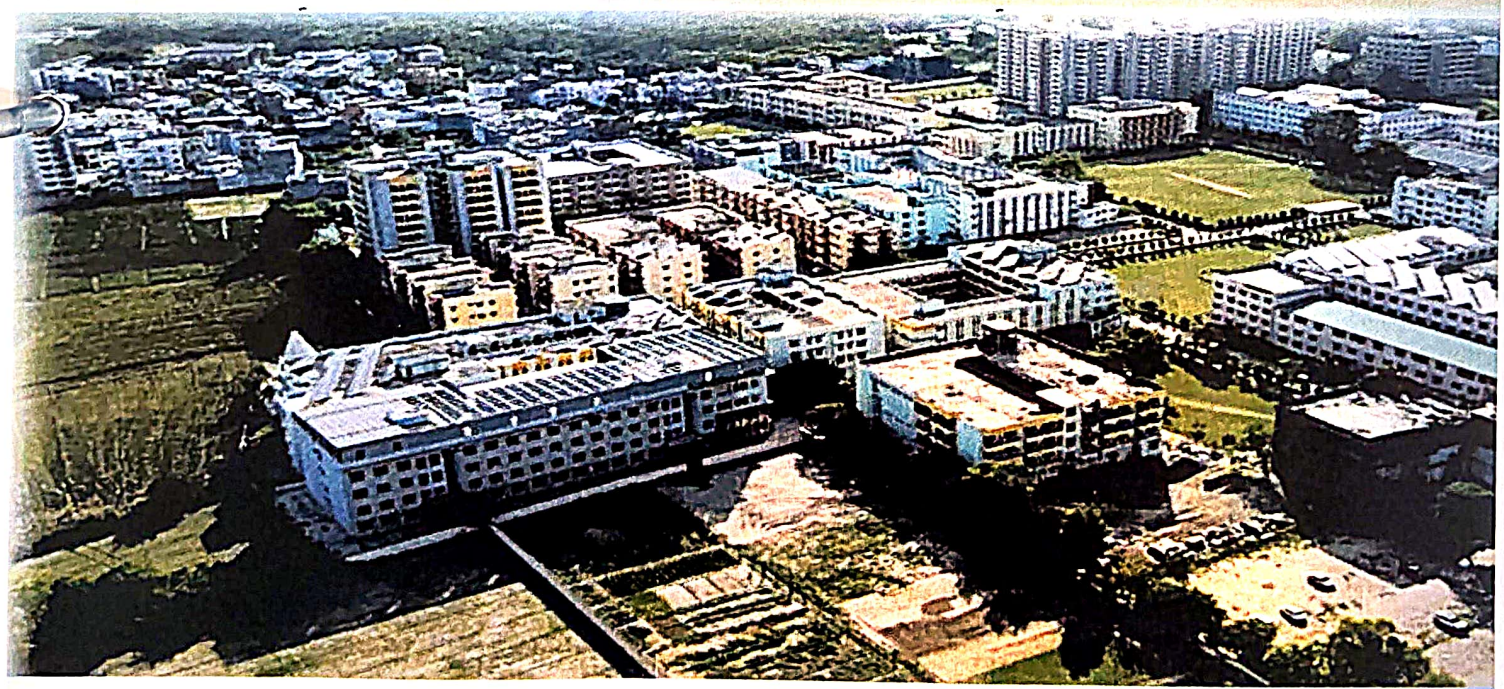




CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1.1 The Institution has clearly stated vision and mission which are reflected in its academic and administrative governance





BAREILLY INTERNATIONAL UNIVERSITY

(Established Under Govt. of U.P. act 26 of 2016)
Rohilkhand Medical College Campus, Pilibhit Bypass Road, Bareilly-243006 (U.P.) INDIA
Phone : 0581-2526011-12, Fax : 0581-2303345
Email : info@rmcbareilly.com, info@biu.edu.in Website : www.biu.edu.in

Constitution of Board of Governors/The Court

In consonance with the UGC norms and as per the university act,2016 (UP Act,26 of 2016) sec-22(1) the Board of Governors/The Court is constituted as under:

Date: 15/05/2022

Sr/No.	Name	Designation	Responsibility
1	Dr. Keshav Kumar Agrawal	Chancellor	Chairman
2	Dr. Ashok Agarwal	Pro- Chancellor	Member
3	Dr. Lata Agarwal	Vice- Chancellor	Member
4	Dr. Kiran Agarwal	Pro- Vice Chancellor	Member
5	Dr. H.K Premi	COE	Member
6	Dr. S.K Thakur	Registrar	Member Secretary

Registrar
Bareilly International University
Bareilly
Pin-243006

BAREILLY INTERNATIONAL UNIVERSITY

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E-mail: info@biu.edu.in website : www.biu.edu.in

BIU/REG/153/

Date: 05th Feb, 2025

Circular

8th Board of Governor Meeting

In accordance with UGC compliance and as per norms of the university, **8th Board of Governor meeting is scheduled to be held on 20th February, 2025.**

With reference to this all members of Governing Board informed and requested be available in Governing Body meeting on **20th Feb, 2025 in the BIU Administrative Building (Conference Hall) at 11:00 AM.**

This is for your information and necessary action please.

Thanking you!

Registrar

Copy to:

(i) Hon'ble Chancellor
(ii) Hon'ble Pro - Chancellor
(iii) Hon'ble Vice – Chancellor
(iv) Hon'ble Pro Vice – Chancellor
(v) Hon'ble C.O.E.
(vi) Guard File

Bareilly International University

8th Governing Board Meeting (20th Feb, 2025)

List of Agenda Points

Sr/No.	Agenda Point
1	Progress Report / action taken on the decision / approval on the 7th Governing Body meeting held on 30th Dec, 2023.
2	Approval for Award of Degree to the pass out and eligible students for Convocation Nov/Dec. 2024.
3	Approval for the Merit certificate/ Gold /Silver/Bronze Medals to be conferred on Convocation Nov/Dec. 2024.
4	Review of financial /Audited budget for 2023-24 FY.
6	Preparation/discussion for forth coming NAAC Inspection
5	Any other agenda point with the permission of chair.

Registrar

BAREILLY INTERNATIONAL UNIVERSITY

Pilibhit By-pass Road, Bareilly-243006 (U.P.)

8th Board of Governor Meeting

Minutes of Meeting

As per schedule, the 8th Governing Body meeting was held on 20th Feb, 2025 at 11:00 AM in the BIU Administrative Building (Conference hall) to discuss various agenda points.

Members present:

Sr/No.	Name
1	Dr. Keshav KumarAgrawal
2	Dr Ashok Agarwal
3	Dr Lata Agarwal
4	Dr. Kiran Agarwal
5	Dr H K Premi
6	Dr. S.K. Thakur

Proceedings for 8th Governing Body Meeting held on 20th Feb, 2023.

The Chairman of the Governing Body Meeting, Dr. Keshav Kumar Agrawal, the Hon'ble chancellor, BIU extended a warm welcome to all the Governing Body Members of the meeting. Following agenda points were discussed for further approval and implementation.

Agenda points were discussed and resolved for implementation as under:

Agenda Point No 1: Progress Report / action taken on the decision / approval on the 7th Governing Body meeting held on 30th Dec, 2023.

Resolution: Report submitted on the decision taken on the 7th Governing Board meeting held on 30th Dec, 2023, all members shown satisfaction on the submitted progress report of 6th Board meeting.

(Annexure-1: ATR of 7th BOG - Meeting)

Agenda Point No 2: Approval for Award of Degree to the pass out and eligible students for the Convocation Nov/Dec.2024.

Resolution: All the member of Board of Governor unanimously approved Award of Degree to the pass out and eligible students for the Convocation Nov/Dec.2024.

Agenda Point No 3: Approval for the Merit certificate/ Gold /Silver/Bronze Medals to be conferred on Convocation 2024.

Resolution: All the members of Governing Board unanimously approved the proposal the list of students eligible for merit Certificates / Gold/Silver/Bronze Medals to be conferred on convocation 2024.

(Ref: Annexure - 3 of the 14th Academic Council Meeting)

Agenda Point- 4: Review of financial /Audited budget for 2023-24 FY.

Resolution: The Board of Governor members discussed the same and considered the Annual Budget for the year 2023-24 and approved the same.

Agenda Point- 5: Preparation/discussion for forth coming NAAC inspection.

Resolution: All the members of Governing Board unanimously approved the proposal of Preparation/discussion for forth coming of NAAC inspection.

No other points were discussed and Meeting ended with vote of thanks to chair.

Registrar

Bareilly International University

(Annexure – 1)

ATR of 7th Board of Governor Meeting

Agenda Point	Details	Resolution	Action Taken
1	Progress Report / action taken on the decision / approval on the 6th Governing Body meeting held on 15th Sept, 2022.	Not Applicable	Action taken in the 6th Board of Governor Meeting
2	Approval for Award of Degree to the pass out and eligible students for the upcoming Convocation.	Recommended and approved	Implemented (Refer to agenda point – 2 of 6th Board of Governor Meeting)
3	Approval for the Merit certificate/ Gold /Silver/Bronze Medals to be conferred on upcoming Convocation.	Recommended and approved.	Implemented (Refer to agenda point – 3 of 6th Board of Governor Meeting)
4	Review of financial /Audited budget for 2022-23 & 2023-24 FY.	Recommended and approved.	Implemented (Refer to agenda point – 4 of 6th Board of Governor Meeting)

Bareilly International University

8th Board of Governor

Attendance Sheet

Date: 20th Feb, 2025

Time: 11: 00 AM

Venue: BIU Administrative Building (Conference Hall)

Sr/No.	Name	Designation	Signature
1	Dr. Keshav Kumar Agrawal	Chancellor	
2	Dr. Ashok Agarwal	Pro- Chancellor	
3	Dr. Lata Agarwal	Vice - Chancellor	Lata Agrawal
4	Dr. Kiran Agarwal	Pro Vice - Chancellor	
5	Dr. H.K Premi	COE	
6	Dr. S.K. Thakur	Registrar	

BAREILLY INTERNATIONAL UNIVERSITY

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Phone: 0581-2526051 Fax: 0581-2526054
E-mail: info@biu.edu.in website : www.biu.edu.in

BIU/REG/153/

Date: 21st Dec, 2023

Circular

7th Board of Governor Meeting

In accordance with UGC compliance and as per norms of the university, **7th Board of Governor meeting** is scheduled to be held on **30th Dec, 2023.**

With reference to this all members of Governing Board informed and requested be available in Governing Body meeting on **30th Dec, 2023 in the RMCH College Council Room at 02: 30 PM.**

This is for your information and necessary action please.

Thanking you!

Registrar

Bareilly International University Bareilly Pin-243006

Copy to:

(i) Hon'ble Chancellor
(ii) Hon'ble Pro - Chancellor
(iii) Hon'ble Vice – Chancellor
(iv) Hon'ble Pro Vice – Chancellor
(v) Hon'ble C.O.E.
(vi) Guard File

Bareilly International University

7th Governing Board Meeting

(30th Dec, 2023)

List of Agenda Points

Sr/No.	Agenda Point
1	Progress Report / action taken on the decision / approval on the 6th Governing Body meeting held on 15th Sept, 2022.
2	Approval for Award of Degree to the pass out and eligible students for the upcoming Convocation.
3	Approval for the Merit certificate/ Gold /Silver/Bronze Medals to be conferred on upcoming Convocation.
4	Review of financial /Audited budget for 2022-23 and 2023-24 FY.
5	Any other agenda point with the permission of chair.

Bareilly International University
Bareilly
Pin-243006

Registrar

BAREILLY INTERNATIONAL UNIVERSITY

Pilibhit By-pass Road, Barellly-243006 (U.P.)

7th Board of Governor Meeting

Minutes of Meeting

As per schedule, the 7th Governing Body meeting was held on 30th Dec, 2023 at 02:30 PM in the RMCH College Council Room to discuss various agenda points.

Members present:

Sr/No.	Name
1	Dr. Keshav KumarAgrawal
2	Dr Ashok Agarwal
3	Dr Lata Agarwal
4	Dr. Kiran Agarwal
5	Dr H K Premi
6	Dr. S.K. Thakur

Proceedings for 7th Governing Body Meeting held on 30th Dec, 2023.

The Chairman of the Governing Body Meeting, Dr. Keshav Kumar Agrawal, the Hon'ble chancellor, BIU extended a warm welcome to all the Governing Body Members of the meeting. Following agenda points were discussed for further approval and implementation.

Agenda points were discussed and resolved for implementation as under:

Agenda Point No 1: Progress Report / action taken on the decision / approval on the 6th Governing Body meeting held on 15th Sept, 2022.

Resolution: Report submitted on the decision taken on the 6th Governing Board meeting held on 15th Sept, 2022, all members shown satisfaction on the submitted progress report of 6th Board meeting.

(Annexure-1: ATR of 6th BOG - Meeting)

Agenda Point No 2: Approval for Award of Degree to the pass out and eligible students for the upcoming Convocation.

Resolution: All the member of Board of Governor unanimously approved Award of Degree to the pass out and eligible students for the upcoming Convocation.

Bareilly International University Bareilly Pin-243006

Agenda Point No 2: Approval for the Merit certificate/ Gold /Silver/Bronze Medals to be conferred on upcoming Convocation.

Resolution: All the members of Governing Board unanimously approved the proposal the list of students eligible for merit Certificates / Gold/Silver/Bronze Medals to be conferred on upcoming convocation

(Ref: Annexure - 3 of the 14th Academic Council Meeting)

Agenda Point- 3: Review of financial /Audited budget for 2022-23 and 2023-24 FY.

Resolution: The Board of Governor members discussed the same and considered the Annual Budget for the year 2022-23 & 2023-24 and approved the same.

No other points were discussed and Meeting ended with vote of thanks to chair.

Bareilly International University
Bareilly
Pin-243006

Registrar

Bareilly International University

(Annexure – 1)

ATR of 6th Board of Governor Meeting

Agenda Point	Details	Resolution	Action Taken
1	Progress Report / action taken on the decision / approval on the 5th Governing Body meeting held on 25th Sept, 2021.	Not Applicable	Action taken in the 5th Board of Governor Meeting
2	Approval for Award of Degree to the pass out and eligible students for the 4th Convocation.	Recommended and approved	Implemented (Refer to agenda point – 2 of 5th Board of Governor Meeting)
3	Approval for the Merit certificate/ Gold /Silver/Bronze Medals to be conferred on 4th Convocation.	Recommended and approved.	Implemented (Refer to agenda point – 3 of 5th Board of Governor Meeting)
4	Review of financial /Audited budget for 2020-21 & 2021-22.	Recommended and approved.	Implemented (Refer to agenda point – 4 of 5th Board of Governor Meeting)

Bareilly International University
Bareilly
Pin-243006

Bareilly International University

7th Board of Governor

Attendance Sheet

Date: 30th Dec, 2023

Time: 02: 30 PM

Venue: RMCH College Council Room

Sr/No.	Name	Designation	Signature
1	Dr. Keshav Kumar Agrawal	Chancellor	
2	Dr. Ashok Agarwal	Pro- Chancellor	
3	Dr. Lata Agarwal	Vice - Chancellor	Lata Agrawal
4	Dr. Kiran Agarwal	Pro Vice - Chancellor	
5	Dr. H.K Premi	COE	
6	Dr. S.K. Thakur	Registrar	

Bareilly International University Bareilly Pin-243006

BAREILLY INTERNATIONAL UNIVERSITY
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E-mail: info@biu.edu.in website : www.biu.edu.in

BIU/REG/153 **Date: 9th Sept, 2022**

Circular

6th Board of Governor Meeting

In accordance with UGC compliance and as per norms of the university, **6th Board of Governor meeting** is scheduled to be held on **15th Sept 2022.**

With reference to this all members of Governing Board informed and requested be available in Governing Body meeting on **15th Sept 2022 in the RMCH College Council Room at 02: 30 PM.**

This is for your information and necessary action please.

Thanking you!

Registrar

Bareilly International University Bareilly Pin-243006

Copy to:

(i) **Hon'ble Chancellor**
(ii) **Hon'ble Pro - Chancellor**
(iii) **Hon'ble Vice – Chancellor**
(iv) **Hon'ble Pro Vice – Chancellor**
(v) **Hon'ble C.O.E.**
(vi) **Guard File**

Bareilly International University

6th Governing Board Meeting

(15th Sept, 2022)

List of Agenda Points

Sr/No.	Agenda Point
1	Progress Report / action taken on the decision / approval on the 5th Governing Body meeting held on 25th Sept, 2021.
2	Approval for Award of Degree to the pass out and eligible students for the 4th Convocation.
3	Approval for the Merit certificate/ Gold /Silver/Bronze Medals to be conferred on 4th Convocation.
4	Review of financial /Audited budget for 2020-21 & 2021-22.
5	Any other agenda point with the permission of chair.

Bareilly International University Bareilly Pin-243006

Registrar

BAREILLY INTERNATIONAL UNIVERSITY

Pilibhit By-pass Road, Bareilly-243006 (U.P.)

6th Board of Governor Meeting

Minutes of Meeting

As per schedule, the 6th Governing Body meeting was held on 25th Sept, 2022 at 02:30 PM in the RMCH College Council Room to discuss various agenda points.

Members present:

Sr/No.	Name
1	Dr. Keshav KumarAgrawal
2	Dr Ashok Agarwal
3	Dr Lata Agarwal
4	Dr. Kiran Agarwal
5	Dr H K Premi
6	Dr. S.K. Thakur

Proceedings for 6th Governing Body Meeting held on 15th Sept, 2022.

The Chairman of the Governing Body Meeting, Dr. Keshav Kumar Agrawal, the Hon'ble chancellor, BIU extended a warm welcome to all the Governing Body Members of the meeting. Following agenda points were discussed for further approval and implementation.

Agenda points were discussed and resolved for implementation as under:

Agenda Point No 1: **Progress Report / action taken on the decision / approval on the 5th Governing Body meeting held on 25th Sept, 2021.**

Resolution: Report submitted on the decision taken on the 5th Governing Board meeting held on 25th Sept, 2021, all members shown satisfaction on the submitted progress report of 5th Board meeting.

(Annexure-1: ATR of 5th BOG - Meeting)

Agenda Point No 2: **Approval for Award of Degree to the pass out and eligible students for the 4th Convocation .**

Resolution: All the members of Governing Board unanimously approved the proposal for Award of Degree to the pass and eligible students for out students for the 4th Convocation

(Ref: Annexure 2: list of successful and eligible students for 4th Convocation)

Bareilly International University Bareilly Pin-243006

Agenda Point No 3:	**Approval for the Merit certificate/ Gold /Silver/Bronze Medals to be conferred on 4th Convocation.**
Resolution:	All the members of Governing Board unanimously approved the proposal the list of students eligible for merit Certificates / Gold/Silver/Bronze Medals to be conferred on 4th convocation **(Ref: Annexure - 3 of the 14th Academic Council Meeting)**
Agenda Point- 4:	**Review of financial /Audited budget for 2020-21 & 2021-22.**
Resolution:	The Board of Governor members discussed the same and considered the Annual Budget for the year 2020-21 & 2021-22 and approved the same. **(Annexure-6 Audited Financial Balance Sheet Financial Year 2020-21 & 2021-22)**

No other points were discussed and Meeting ended with vote of thanks to chair.

Bareilly International University
Bareilly
Pin-243006

Registrar

Bareilly International University

(Annexure – 1)

ATR of 5th Board of Governor Meeting

Agenda Point	Details	Resolution	Action Taken
1	Progress Report / action taken on the decision / approval on the 4th Governing Body meeting held on 15-10-2020	Not Applicable	Action taken in the 4th Board of Governor Meeting
2	Review of financial /Audited budget for 2019-20.	Recommended and approved	Implemented (Refer to agenda point – 2 of 5th Board of Governor Meeting)
3	Recommendation and Approval for the Internal Quality Assurance Cell (IQAC).	Recommended and approved.	Implemented (Refer to agenda point – 3 of 5th Board of Governor Meeting)

Bareilly International University
Bareilly
Pin-243006

Bareilly International University

6th Board of Governor

Attendance Sheet

Date: 15th Sept, 2022

Time: 02: 30 PM

Venue: RMCH College Council Room

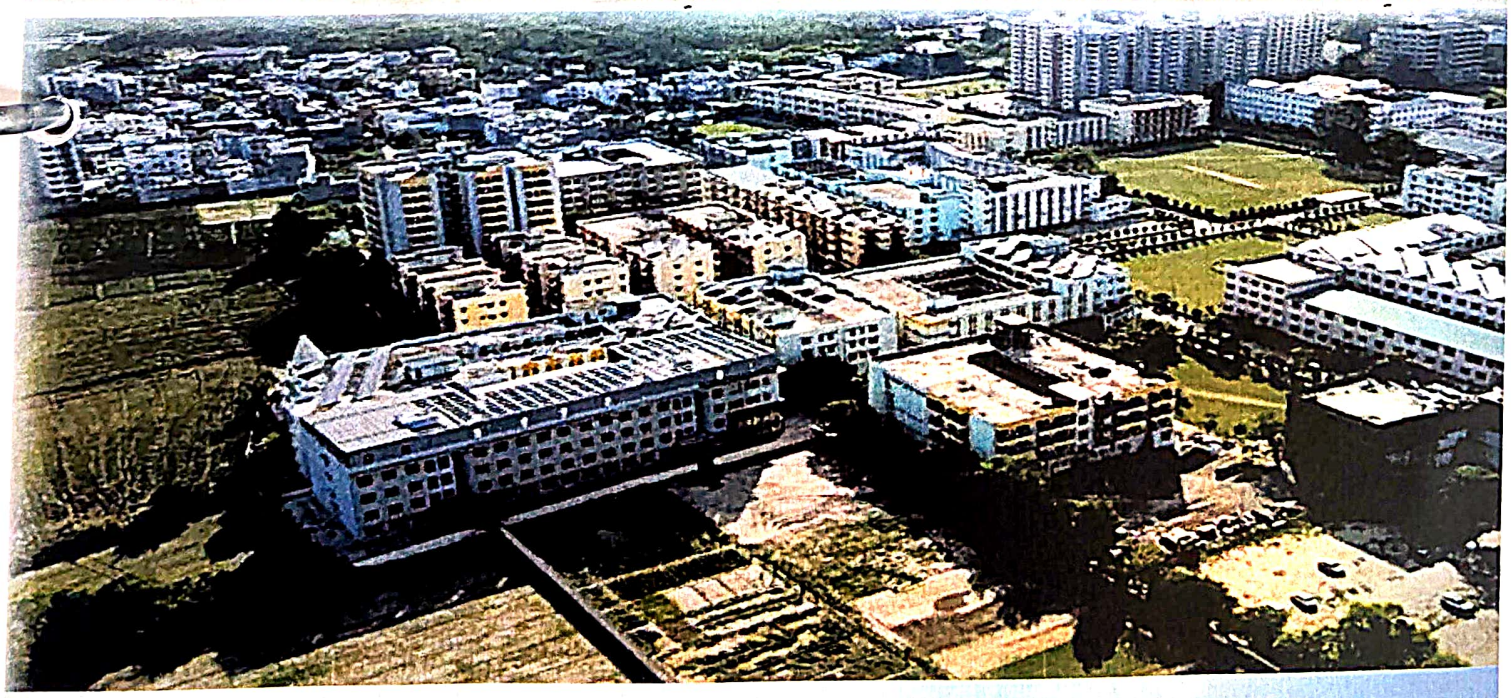
Sr/No.	Name	Designation	Signature
1	Dr. Keshav Kumar Agrawal	Chancellor	
2	Dr. Ashok Agarwal	Pro- Chancellor	
3	Dr. Lata Agarwal	Vice - Chancellor	
4	Dr. Kiran Agarwal	Pro Vice - Chancellor	
5	Dr. H.K Premi	COE	
6	Dr. S. K. Thakur	Registrar	

Bareilly International University
Bareilly
Pin-243006

CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1.2 Effective leadership is reflected in various Institutional practices such as decentralisation and participative management etc





6.1.2

BIU COLLEGE OF HUMANITIES & JOURNALISM

(Bareilly International University)

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly- (U. P.) – 243006 INDIA

Phone: - 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345

E-mail: biucm18@gmail.com www.rmchbareilly.com

Effective Leadership in Institutional Practices: A Case Study on Decentralization and Participative Management in Humanities and Journalism

Effective leadership in higher education institutions, particularly in the Humanities and Journalism disciplines, is characterized by transparent decision-making processes, decentralization of authority, and participative management practices. These approaches empower various stakeholders, ensure accountability, and foster an inclusive atmosphere for academic and administrative progress. The following outlines key aspects of leadership within this framework, including committees, delegation of financial powers, and decision-making authorities.

1. Committees: Composition, Duties, and Responsibilities

In line with decentralized governance, the institution has established various committees at different levels to ensure collective decision-making. These committees are integral to fostering transparency, inclusivity, and shared responsibility across all academic and administrative domains, especially in Humanities and Journalism.

Key Committees and Their Roles:

- **Academic Council Committee:** Composed of faculty members from the Humanities and Journalism departments, this committee is responsible for overseeing curriculum development, research agendas, and academic standards. It ensures that the academic content is up-to-date and in alignment with current trends in humanities, media, and journalism.
- **Faculty Welfare Committee:** This committee focuses on the well-being of staff members, ensuring adequate professional development and addressing concerns related to work-life balance.
- **Admission and Examination Committee:** Responsible for overseeing the admission process and the management of examination protocols, including the formulation of fair evaluation systems in journalism and humanities courses.

Duties and Responsibilities:

Each committee is tasked with specific responsibilities, such as formulating policies, overseeing day-to-day operations, and ensuring the implementation of institutional objectives. These committees are chaired by senior faculty members, with active participation from students and other stakeholders, ensuring that all voices are heard in the decision-making process.

BIU COLLEGE OF HUMANITIES & JOURNALISM

(Bareilly International University)
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Minutes of Meetings (MOMs):
Regularly documented minutes from each committee's meetings provide transparency and serve as a record of decision-making processes. These MOMs highlight key discussions, decisions made, and responsibilities assigned to ensure accountability and alignment with institutional goals.

2. Delegation of Financial Powers

Leadership at the university level ensures that financial powers are delegated in a manner that promotes efficiency and accountability. The **Vice Chancellor (VC)**, **Pro-Vice Chancellor (Pro-VC)**, **Directors**, and **Deans** hold distinct financial powers with well-defined limits, enabling decentralized management of financial resources.

- **VC's Financial Powers:** The VC has overarching control over the institutional budget, with the authority to approve major financial decisions that impact the entire university. This includes sanctioning funds for large projects, grants, and other significant expenditures.
- **Pro-VC's Financial Powers:** Typically, the Pro-VC manages funds allocated to academic and research activities, including those for faculty development and inter-departmental collaboration, particularly within the Humanities and Journalism departments.
- **Directors and Deans:** These individuals hold financial powers related to departmental expenses and faculty resource allocation. They manage funds for departmental activities, research grants, and student welfare, with a specific focus on enhancing academic resources, including for journalism and humanities research.

Minutes or Letters of Authorization:
Documentation such as letters of authorization, financial approvals, and minutes of meetings (MOMs) related to financial decisions serve as evidence of proper delegation and the exercising of financial powers within the institution. These documents are reviewed periodically to ensure compliance with institutional policies and legal frameworks.

3. List of Authorities with Decision-Making Powers

A significant feature of decentralized governance is the distribution of decision-making powers across various levels of authority.

- **Academic Authority:** The **Academic Council**, consisting of senior faculty members and subject matter experts, holds decision-making powers regarding curricula, academic

regulations, and research initiatives. Within the Humanities and Journalism domains, the Academic Council ensures that the academic offerings are reflective of the latest industry trends and societal needs, such as media ethics, digital journalism, and cultural studies.

- **Administrative Authority**: The **Registrar**, in collaboration with the **Dean of Students**, has decision-making authority over student-related matters such as admissions, disciplinary actions, and welfare. This ensures that students are part of an inclusive, transparent process that aligns with institutional objectives.
- **Financial Authority**: As mentioned earlier, financial decisions are made by the VC, Pro-VC, Directors, and Deans, each of whom has delegated authority in line with their departmental scope and responsibilities.
- **Research Authority**: The **Research Committee**, which includes senior faculty and external advisors, is authorized to approve research projects, especially in areas like media research, journalism ethics, and cultural studies, ensuring that projects align with both academic integrity and contemporary issues in society.

Conclusion

Effective leadership in higher education institutions, especially in the fields of Humanities and Journalism, hinges on decentralization, participative management, and the clear delegation of authority. Through structured committees, financial powers, and decision-making authorities, institutions ensure academic excellence, transparency, and inclusivity. The continuous evaluation and documentation of these processes, through mechanisms like MOMs and financial letters of authorization, further establish an environment of accountability and sustained growth in line with both academic and administrative objectives. These practices are vital in maintaining the integrity of the institution's leadership framework while fostering innovation and progress in both research and teaching.

EFFECTIVE LEADERSHIP, DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT POLICY

1. Purpose

This policy aims to define and ensure the effective implementation of leadership practices within the university, focusing on decentralization and participative management. The goal is to foster an inclusive leadership structure that empowers all stakeholders and enhances decision-making processes at all levels of governance.

2. Scope

This policy applies to all academic, administrative, and student leadership bodies within the university. It ensures that leadership practices are aligned with the values of transparency, inclusivity, and collective decision-making.

3. Objectives

- Promote leadership that is shared across various levels of the institution.
- Enhance the effectiveness of decision-making through decentralization and participative management practices.
- Ensure that leadership is exercised through collaboration, openness, and shared responsibility.
- Empower all stakeholders (faculty, staff, students, and administration) to actively contribute to institutional development.

4. Leadership Structure

4.1 Institutional Leadership:

- The leadership of the university is structured to be inclusive, with clear roles at the top executive level (Chancellor, Vice-Chancellor, Deans, Directors) as well as decentralized leadership in academic departments, research centers, student bodies, and administrative units.
- There is a strong emphasis on decentralized leadership, where decision-making authority is delegated to relevant units, departments, or committees.

4.2 Decentralization and Decision-Making:

- Authority is decentralized in such a way that decision-making is encouraged at all levels, from individual departments to the highest governing bodies.
- Academic, research, student welfare, and administrative areas each have their own leadership teams that have the autonomy to make decisions relevant to their functions while adhering to institutional policies.
- Decision-making processes are transparent and inclusive, allowing for input from all relevant stakeholders.

4.3 Collaborative Leadership Teams:

- Leadership teams are composed of members from diverse backgrounds, departments, and stakeholder groups, including faculty, administrators, and student representatives. This structure encourages dialogue and broad perspectives in the decision-making process.

5. Participative Management Practices

5.1 Stakeholder Engagement:

- Decisions regarding academic pr grams, institutional policies, and strategic planning are made through consultation with all sta eholders, including faculty, students, staff, and alumni.
- Regular meetings, feedback ses ons, and surveys are conducted to understand the concerns, needs, and ideas of various stake olders.

5.2 **Faculty Involvement:**

- Faculty members are actively in volved in the decision-making process regarding curriculum design, course development, and academic planning.
- Faculty committees are empow ed to make decisions that affect their departments, ensuring their expertise is central to key a ademic policies.

5.3 **Student Participation:**

- Students play an integral role in participative management, especially through bodies like the Student Council, which provide feedback on student welfare and academic programs.
- Students are included in dis ussions related to curriculum development, co-curricular activities, and campus facilities.

5.4 **Administrative Participation:**

- Administrative staff are consul ed in decisions that affect their respective domains, such as human resources, operations, an l finance.
- Regular training and develop nt opportunities are provided to administrative staff, ensuring their active and informed partic pation in institutional management.

5.5 **Committees and Task Forces:**

- Committees and task forces ar formed to handle specific aspects of university governance, such as academic affairs, stude t services, and infrastructure development.
- These committees include r presentatives from all relevant departments and provide recommendations that inform i stitutional decisions.

6. Empowerment and Accountabilit

6.1 **Delegation of Authority:**

- Authority and responsibility re delegated at multiple levels of governance to empower leadership within departments. nits, and committees.
- Heads of departments, deans, a d other leaders are encouraged to take initiative and ownership of their areas while ensuring al gnment with institutional goals.

6.2 **Accountability Mechanisms:**

- Effective monitoring and acco ntability systems are in place to ensure that leadership actions and decisions align with the u iversity's vision, mission, and strategic objectives.
- Leaders are held accountable or the outcomes of their decisions, with regular performance reviews, audits, and evaluatio s.

7. Transparent Communication and Feedback

7.1 Regular Communication:

- Leadership ensures transparent communication through regular meetings, announcements, and reports.
- A clear and open channel of communication is maintained between leadership and all stakeholders to address concerns and share updates on institutional development.

7.2 Feedback Mechanisms

- Stakeholder feedback is gathered regularly through surveys, forums, and informal meetings to assess the effectiveness of leadership practices.
- Feedback is used to refine and improve management practices, ensuring that leadership is responsive to the needs of the university community.

8. Professional Development and Leadership Training

8.1 Training Programs:

- Leadership development programs are offered to faculty, staff, and students to enhance their leadership skills.
- Special training is provided for emerging leaders to prepare them for leadership roles, ensuring continuity and sustainability in leadership.

8.2 Cross-Departmental Collaboration:

- Encourage cross-departmental and cross-functional collaboration through leadership development workshops, mentorship programs, and team-building activities.
- Leadership is seen as a shared responsibility, with opportunities for individuals to lead various initiatives and contribute to the institution's goals.

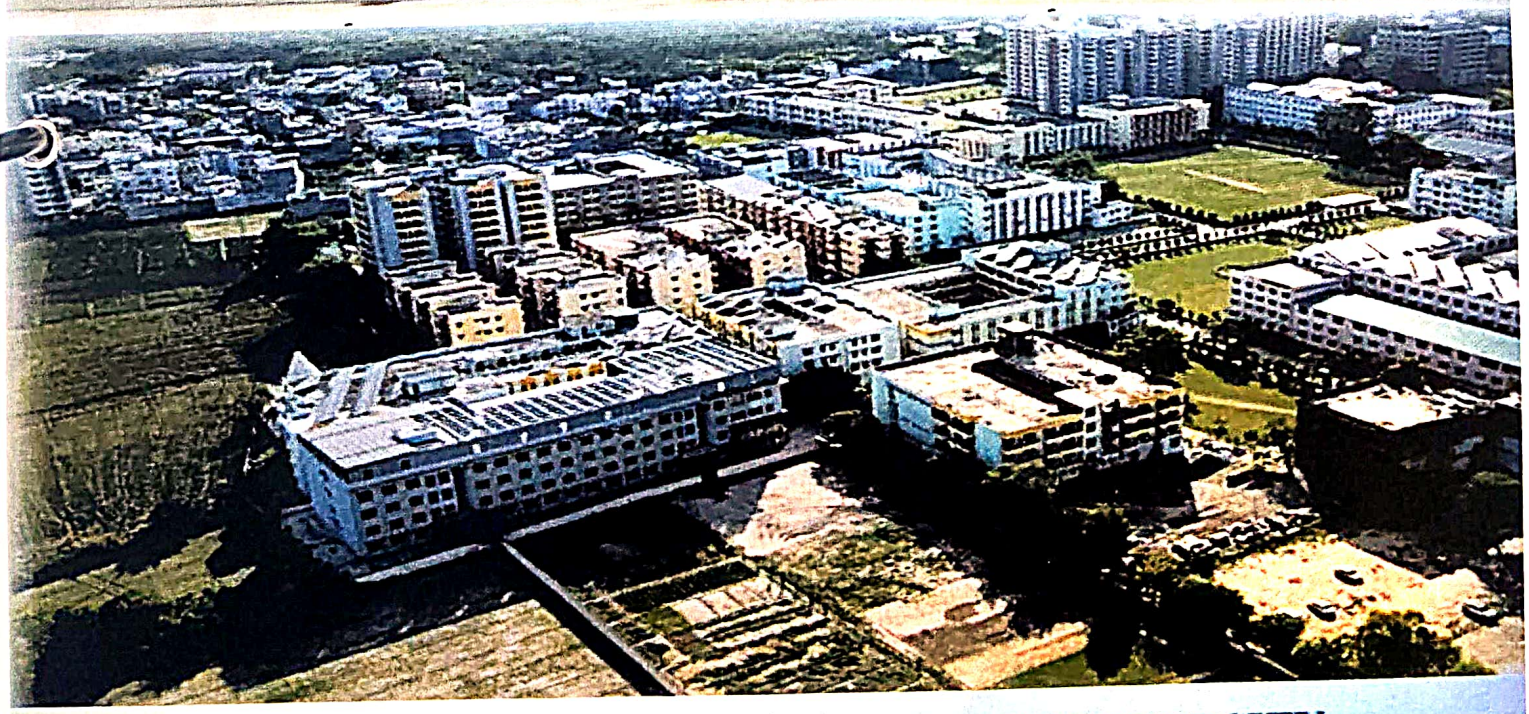
9. Policy Review and Continuous Improvement

- This policy will be reviewed annually to ensure its alignment with the evolving needs of the institution and to incorporate best practices in leadership and participative management.
- Updates and revisions will be made based on stakeholder feedback and the university's changing strategic objectives.

CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.1 The Institutional Strategic plan is effectively deployed





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Institutional Strategic Plan Deployment and Case Study: A Focus on Humanities and Journalism

The Institutional Strategic Plan is comprehensively deployed, ensuring the alignment of academic and administrative processes with the vision and mission of the institution. The committee, in collaboration with the Internal Quality Assurance Cell (IQAC), meticulously designed the **Strategic Perspective Plan** booklet, which was subsequently reviewed and approved by the Governing Body (GB) and Governing Council (GC). This strategic plan serves as the blueprint for the institution's long-term goals and objectives, laying the foundation for academic excellence, infrastructural growth, and the holistic development of students across all departments, including Humanities and Journalism.

As part of the ongoing review process, the **Year-wise Development Documents** have been regularly examined and assessed by the GB and GC. This ensures that the strategic objectives are met in a phased manner, with continuous improvements being made based on feedback, performance indicators, and the changing needs of the academic environment.

In the context of **Humanities and Journalism**, the institution has made significant strides in integrating innovative pedagogical methods, expanding curriculum offerings, and enhancing student engagement. The department of Humanities has adopted a multi-disciplinary approach, fostering critical thinking, cultural awareness, and historical perspectives. The Journalism department, on the other hand, emphasizes practical learning through media labs, internships, and collaborations with industry professionals, ensuring students are well-prepared for the rapidly evolving media landscape.

The institution also proudly claims the development of a **Booklet for the Case Study**, which highlights best practices, success stories, and areas of growth. This case study is a reflection of the strategic initiatives taken within the Humanities and Journalism departments, demonstrating how the institution's commitment to academic excellence has translated into real-world impact for both faculty and students.

EFFECTIVE DEPLOYMENT OF THE INSTITUTIONAL STRATEGIC PLAN POLICY

1. Purpose

This policy outlines the framework for ensuring the effective deployment of the university's strategic plan. It aims to guarantee that the strategic objectives are translated into actionable steps and are consistently monitored and evaluated to drive the university towards its long-term goals.

2. Scope

This policy applies to all departments, faculties, administrative units, and governance structures involved in implementing the institutional strategic plan. It ensures alignment of individual activities with the broader strategic objectives of the university.

3. Objectives

- Ensure that the institutional strategic plan is effectively translated into measurable actions across the university.
- Align university resources, processes, and operations with the strategic goals.
- Provide mechanisms for monitoring, reviewing, and adjusting the strategic plan as necessary.
- Foster a culture of continuous improvement and accountability in the implementation of the strategic plan.

4. Strategic Planning Framework

4.1 Development of the Strategic Plan:

- The university's strategic plan is developed by senior leadership with input from all key stakeholders, including faculty, staff, students, and alumni.
- The plan includes clear vision, mission, goals, objectives, timelines, and performance indicators.

4.2 Key Components of the Strategic Plan:

- **Vision and Mission Alignment:** Ensure that the plan aligns with the university's long-term vision and mission.
- **Strategic Goals:** Define measurable goals that address key areas such as academic excellence, research, student development, community engagement, infrastructure, and financial sustainability.
- **Action Plans:** Develop specific, time-bound action plans that outline the initiatives, resources, and responsibilities needed to achieve strategic goals.

5. Deployment of the Strategic Plan

5.1 Leadership and Responsibility:

- The university leadership (including the Chancellor, Vice-Chancellor, Deans, Directors, and Heads of Departments) is responsible for ensuring the strategic plan is effectively implemented across all levels.
- The strategic objectives are assigned to relevant departments, with clear roles and responsibilities for each.

- The strategic leployment is communicated to all stakeholders, ensuring transparency and clarity about t e plan's objectives and their contributions.

5.2 **Resource Alloca on:**

- Adequate res urces (financial, human, and infrastructural) are allocated to the initiatives outlined in th strategic plan.
- Budgeting an resource planning are aligned with the strategic priorities, ensuring that funding supports the u iversity's goals.
- Departments nd units are encouraged to submit funding requests aligned with strategic objectives to nsure alignment with the broader institutional goals.

5.3 **Action Plans an Milestones:**

- For each str tegic goal, detailed action plans with specific milestones, deadlines, and accountabilit mechanisms are developed.
- These action plans are reviewed regularly to ensure progress and identify any obstacles to achieving the objectives.

6. Monitoring and Evaluation

6.1 **Key Performan e Indicators (KPIs):**

- Key perform nce indicators (KPIs) are established for each strategic goal to track progress ove time.
- KPIs will me sure both qualitative and quantitative outcomes, such as academic performance research outp ut, student satisfaction, financial health, and operational efficiency.

6.2 **Regular Monito ring:**

- Regular prog ess reports will be generated and reviewed at quarterly or bi-annual intervals.
- A central co mittee or strategic planning office will be designated to oversee the monitorin process, com ile reports, and assess if goals are being met.

6.3 **Annual Review**

- An annual re view of the strategic plan will be conducted by senior leadership, with input fro various depa tments and stakeholders.
- This review rocess will include a performance assessment based on KPIs and feedback fro faculty, stud nts, and staff.
- The annual r view will also involve updating and refining the strategic goals as necessary base on internal a nd external factors.

6.4 **Adjustments a d Flexibility:**

- If there are ignificant challenges or changes in the university's environment (such as fundin policy chan ges, or market shifts), the strategic plan may be adjusted to ensure continue relevance a d alignment with the university's objectives.
- Flexible str tegies will be in place to adapt to unforeseen circumstances while keeping lon term goals i ntact.

7. Communicatio and Engagement

7.1 Stakeholder Communication:

- The strategic plan and its objectiv s are communicated to all university stakeholders, including faculty, staff, students, alumni, a l governing bodies.
- A clear communication strategy s in place to ensure that updates on the progress of the plan are disseminated regularly.
- A dedicated website or portal ma be created to provide information, updates, and opportunities for feedback.

7.2 Engagement and Collaboration:

- Encourage ongoing engagemen and collaboration across departments and units, fostering a sense of ownership and commit ent to the strategic goals.
- Regular meetings, workshops, a d seminars will be held to ensure the active involvement of all stakeholders in implementin the strategic plan.

8. Accountability and Governance

8.1 Leadership Accountability:

- University leaders, including Deans, Department Heads, and Directors, will be held accountable for the successful eployment of the strategic plan within their areas.
- Annual performance reviews for academic and administrative leaders will assess their contributions to the implement tion of the strategic plan.

8.2 Transparency in Reporting:

- Regular progress reports and p rformance reviews will be publicly shared with the university community to ensure transpare ncy in the deployment of the strategic plan.
- Any adjustments or changes n ade to the plan will be communicated clearly and promptly to all stakeholders.

9. Continuous Improvement

9.1 Feedback Mechanisms:

- Continuous feedback will be gathered from faculty, staff, students, and external stakeholders to inform adjustments to the s rategic plan.
- An open-door policy will e maintained for suggestions, concerns, and proposals for improvements related to the s rategic plan.

9.2 Innovation and Adaptability:

- The university will actively eek innovative solutions and opportunities to improve upon its strategic goals, fostering a c ture of adaptation and growth.
- Best practices in higher edu ation and institutional governance will be incorporated into the strategic deployment proces

10. Policy Review and Updates

- This policy will be reviewe annually to ensure its continued relevance and effectiveness in supporting the strategic goa s of the university.
- Updates to the policy will b made as needed to reflect changes in the institution's priorities or operational needs.

CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.2 Effectiveness and efficiency of functioning of the Institutional bodies as evidenced by policies, administrative setup, appointment and service rules, procedures etc



6.2.2

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Effectiveness and Efficiency of Institutional Bodies

The institutional framework of our organization is designed to ensure effective governance, transparency, and optimal functioning of various academic and administrative bodies. The governing council (GC) plays a pivotal role in approving key policies, structures, and procedures that shape the academic and operational landscape of the institution. These policies are not only in line with the best practices but are also crafted to cater to the specific needs of different disciplines, including Humanities and Journalism.

Organizational Structure Approved by GC:
The organizational structure of the institution, as approved by the Governing Council (GC), is designed to provide clear hierarchical levels and defined roles to ensure efficient operation. The structure incorporates various academic departments, administrative units, and support services, with specific attention given to the unique requirements of the Humanities and Journalism departments. This structure facilitates effective decision-making, seamless communication, and optimal resource allocation.

HR Policy Approved by GC:
The Human Resource (HR) policy, approved by the Governing Council, aims to promote a healthy, dynamic, and inclusive work environment. It outlines the roles, responsibilities, and expectations of faculty and staff members, ensuring that they are aligned with the institution's vision and objectives. The HR policy places special emphasis on fostering interdisciplinary collaboration and supporting faculty development in areas like Humanities and Journalism, both of which require a deep commitment to research, teaching, and community engagement.

Recruitment Policy and Procedures:
Our institution adheres to a robust recruitment policy designed to attract highly qualified and competent professionals. The recruitment process is carried out with transparency and efficiency, and all procedures are aligned with regulatory standards. For disciplines such as Humanities and Journalism, the recruitment policy specifically ensures that candidates with strong academic backgrounds, research expertise, and industry experience are considered. Interviews, demonstrations, and other assessments are tailored to evaluate the critical skills needed for teaching and research in these fields.

Support Documents for Recruitment Process:
The institution provides clear and comprehensive support documents to guide the recruitment process. These documents include detailed job descriptions, eligibility criteria, selection procedures, and interview formats. Special care is taken in the recruitment of faculty for the

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Humanities and Journalism departments to ensure that applicants have a strong pedagogical foundation, interdisciplinary knowledge, and a passion for mentoring students. These documents ensure that all recruitment processes are fair, consistent, and aligned with institutional goals.

In the context of **Humanities** and **Journalism**, the institution places significant emphasis on hiring individuals who not only possess subject-matter expertise but also have a commitment to fostering critical thinking, creativity, and analytical skills in students. This is especially relevant in Journalism, where practical skills, ethics, and industry trends play an important role. Our recruitment and HR policies ensure that the institution attracts and retains faculty members who are capable of offering a comprehensive, balanced, and forward-thinking education to students in these dynamic fields.

EFFECTIVENESS AND EFFICIENCY OF INSTITUTIONAL BODIES POLICY

1. Purpose

This policy outlines the framework to ensure the effectiveness and efficiency of the university's institutional bodies. It aims to establish clear administrative structures, policies, and procedures for the functioning of these bodies, ensuring they operate in alignment with the institution's goals, maintain transparency, and meet legal and regulatory standards.

2. Scope

This policy applies to all institutional bodies within the university, including academic, administrative, and governance bodies, as well as the processes related to appointments, service rules, and operational procedures. It ensures consistent application of governance practices across the university.

3. Objectives

- To ensure the smooth and efficient functioning of institutional bodies within the university.
- To establish clear and transparent policies, service rules, and procedures that guide the activities of institutional bodies.
- To maintain a consistent framework for appointments, recruitment, and staff management, ensuring fairness and compliance with legal standards.
- To foster accountability, transparency, and collaboration in all institutional practices.

4. Institutional Bodies and Governance Structures

4.1 **University Governance Structure:**

- The university governance is composed of various bodies, such as the **Governing Body**, **Academic Council**, **Board of Studies**, **Executive Committee**, and **Student Council**.
- Each body has clearly defined roles, responsibilities, and reporting structures that align with the university's mission and goals.

4.2 **Key Responsibilities of Institutional Bodies:**

- **Governing Body:** Oversees overall policy-making, strategic direction, and governance practices.
- **Academic Council:** Responsible for setting academic standards, approving curricula, and ensuring academic quality.
- **Board of Studies:** Manages specific academic programs, ensuring alignment with educational objectives.
- **Executive Committee:** Handles operational matters, resource allocation, and administration.
- **Student Council:** Represents student interests and contributes to decision-making on student welfare and engagement.

5. Administrative Setup and Functions

5.1 **Administrative Structure:**

- The university has a well-defined administrative setup that includes departments, units, and committees, each responsible for specific areas (e.g., admissions, finance, student services).

- Clear job descriptions, roles, and responsibilities are established for each position within the administrative structure to ensure smooth operations.
- Key administrative functions include human resources, finance management, academic support, student services, and facilities management.

5.2 Delegation of Authority and Decision-Making:

- Authority is delegated to appropriate levels within the administration to ensure timely decision-making and operational efficiency.
- Decentralized decision-making is encouraged, with departments and units having autonomy in managing day-to-day functions, while remaining accountable to the higher governing bodies.

6. Policies and Procedures

6.1 Institutional Policies:

- The university maintains a comprehensive set of institutional policies that govern all operational aspects, including academic policies, admissions policies, grievance redressal procedures, code of conduct, and financial policies.
- These policies are regularly reviewed and updated to ensure compliance with legal and regulatory requirements.

6.2 Administrative Procedures:

- Clear and documented procedures are in place for all major administrative functions, such as recruitment, financial management, student admission, and examinations.
- Standard operating procedures (SOPs) are developed for all critical functions to ensure uniformity, efficiency, and compliance.
- Transparent documentation and communication channels are maintained to ensure that all procedures are easily accessible to relevant stakeholders.

7. Appointment and Service Rules

7.1 Recruitment and Appointment Procedures:

- The university follows a fair, transparent, and merit-based recruitment process for hiring faculty, administrative staff, and other personnel.
- Clear job descriptions, qualifications, and responsibilities are outlined for each position.
- Recruitment processes are compliant with national and regional regulations and are overseen by the **Human Resource Committee** to ensure fairness.

7.2 Service Rules:

- Detailed service rules are established for all employees, including faculty, administrative staff, and other university personnel. These rules outline rights, responsibilities, working conditions, compensation, and benefits.
- **Code of Conduct:** The university maintains a code of conduct for faculty and staff that governs their behavior, ethical standards, and interactions within the university community.
- **Performance Management:** Regular performance appraisals are conducted to evaluate the effectiveness of staff, encourage professional development, and ensure that the university's objectives are met.

7.3 Grievance Redressal Mechanism:

- A robust grievance redressal mechanism is in place to address concerns from employees, students, and other stakeholders.
- This mechanism is accessible, transparent, and ensures that complaints are resolved in a timely and fair manner.

8. Monitoring and Evaluation of Institutional Bodies

8.1 Regular Audits and Reviews:

- The functioning of institutional bodies is regularly audited to ensure they are operating in alignment with university policies, objectives, and legal standards.
- The **Internal Audit Committee** and external auditors review financial management, resource allocation, and compliance with statutory requirements.

8.2 Annual Reports and Performance Review:

- Each institutional body is required to submit an annual report detailing its activities, achievements, and challenges.
- These reports are reviewed by senior leadership and the governing body to assess the overall performance and effectiveness of each body.

8.3 Feedback and Continuous Improvement:

- Stakeholder feedback (faculty, staff, students, alumni) is gathered to assess the effectiveness of institutional bodies in meeting the university's goals.
- Based on feedback and performance evaluations, corrective actions are taken to improve efficiency and effectiveness in the functioning of the institutional bodies.

9. Accountability and Transparency

9.1 Accountability Mechanisms:

- Accountability mechanisms are in place for both academic and administrative bodies to ensure that decisions are made in the best interest of the institution.
- Regular meetings with internal and external stakeholders (faculty, students, community members) provide an opportunity for accountability and feedback.

9.2 Transparency in Operations:

- Transparent decision-making processes are maintained at all levels, with minutes of meetings, reports, and decisions made publicly available to all relevant stakeholders.
- Information related to policies, procedures, and administrative actions is communicated clearly and promptly.

10. Review and Continuous Improvement

- This policy will be reviewed periodically to assess its effectiveness in promoting the smooth functioning of institutional bodies.
- Revisions will be made as necessary to reflect changes in governance practices, legal requirements, or institutional needs.

The university encourages continuous improvement through regular feedback, training, and updates to operational procedures.

Bareilly International University

SERVICE RULES

(H.R. NORMS)

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BAREILLY INTERNATIONAL UNIVERSITY

SERVICE RULES, 2016 (HR NORMS)

[As enacted under Sections 26 and 27 of the BIU Act 2016]

1. **Short title and Commencement –**

   (a) These Rules may be called the **"Bareilly International University Service Rules, 2016".**

   (b) They shall come into force with immediate effect from the date on which they are passed by the Board/Chairperson of the university.

2. **Extent of application** – These rules shall apply to every person employed in the services of this University on a regular basis. However, some of its provisions may be applicable after certain period of service notified in the relevant rule.

3. **Definitions –**

   (a) 'Competent Authority' shall in relation to the exercise of any powers or rights, mean an authority to whom any power or right has been conferred or delegated by the Board / Chairperson.

   (b) 'Completed years of service' means continuous service of the specified duration without any break in service under the university, and includes period spent on duty outside the university.

   (c) 'Holidays' means a holiday notified as such by the university. It includes the RH (Restricted Holiday) & DH (Declared Holiday).

   (d) 'Honorarium' shall mean any non – recurring amount sanctioned or paid to any person for any casual or intermittent assignment of the University.

   (e) 'Leave year' means the calendar year. i.e. the period commencing from 1st July to 30th June of particular calendar year.

   (f) 'Probation' shall mean a period of time during which a person who has been given fresh employment or promoted to a higher post is watched to ascertain his suitability for such employment or post.

   (g) 'Reporting Officer' in relation to an employee shall mean an officer to whom he generally reports for duty and to whom he is responsible for the efficient discharge of his official obligations.

   (h) 'Resignation' shall mean the act of leaving a job permanently.

   (i) 'Suspension' shall mean the act of keeping an employee away from his work temporarily.

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(j) 'Unauthorized Absence' shall mean absence from assigned duty/ work on any day/ for any period without prior permission may be treated as unauthorized absence.

(k) 'Vacational staff' shall denote a University teacher whether he holds administrative positions or not and who are entitled to avail the summer and winter vacations. This category includes all Deans, Academic officers, faculty members and lab technicians.

(l) Words and expressions used but not defined in these rules shall have the same meaning assigned to them in the Act.

4. General Conditions of Employment or Appointment in the University:

4.1 Determination of vacancies or creation of posts: The Manager Human Resource (Establishment & Recruitment) / Competent representative shall in the beginning of every academic session determine in consultation with Head of each department the number of vacancies academic and non – academic, to be filled during that session, with necessary details for the approval of the Board / Chairperson.

4.2 Minimum Educational Qualifications: The minimum educational qualification for-Teachers and Administrative officers shall be as per UGC / respective regulating bodies.

4.3 Mode of Advertisement:

(a) All vacancies in the University shall be advertised in at least one national and one regional newspaper, provided that data for interview may be collected through web posting, job consultants and other like means and sources.

(b) The advertisement shall specifically mention the minimum eligibility qualifications, age and other conditions for each post.

(c) The fact that certain vacancies are reserved for SC/ST/OBC/ Women/ Differently Abled categories of candidates shall clearly be mentioned in the advertisement.

(d) Relaxation, if any, in the essential qualifications, age etc shall be clearly stated in the advertisement.

(e) The closing date of receipt of applications shall be not less than 15 days from the date of appearance of the advertisement in the newspaper.

(f) The University may prescribe fee for applications.

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4.4 Procedure for selection:

(a) The Manager, Human Resource Department Registrar Office shall prepare a list of eligible candidates after a careful scrutiny of the applications for interview.

(b) The maximum number of candidates listed for interview may be ten for each vacancy.

(c) The University shall have the right of short listing of candidates in order of merit in case the number of eligible applicants is exceedingly high.

(d) The candidates shall be informed well in advance about the venue, date and time of interview by e-mail/ telephonically.

(e) **For Ministerial posts:** The Human Resource Department shall conduct, if required, a computer test of all eligible candidates to test their skill in the use of computer and recommend the names of successful candidates, in order of merit mentioning marks / grades secured by each candidate to the selection committee for personal interview. The selection committee shall recommend candidates for appointment on the basis of aggregate of marks / grade obtained at the computer test and personal interview.

4.5 Selection Committee for Teachers: The Chairperson shall constitute a selection committee consisting of the following for recommending candidates in order of merit, for the post of Professor, Associate Professor or Assistant Professor:

(a) Vice Chancellor

(b) A member of the Board of management.

(c) One academician to be nominated by the Chairperson / VC.

(d) One subject expert, nominated by the VC.

(e) Dean of the Faculty concerned.

(f) Director or Principal of School or Head of the concerned department.

(g) One academician to be nominated by the VC, representing SC/ST/OBC/ Minority / Women / Differently – Abled categories, if any of the candidates representing these categories is the applicant, and no member of the selection committee belongs to these categories.

(h) At least four members, including one outside subject expert, shall constitute the quorum and the committee shall take decisions by majority.

4.6 Selection Committee for Administrative officers: The Chairperson / VC keeping in view the provisions of already existing 'Bareilly International University, shall

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constitute a selection committee consisting of the following for recommending candidates for the post of Administrative Officers:

(a) a member of the Board nominated by the Chairperson / VC.
(b) One member from the Board of management nominated by VC
(c) Registrar or Head, Administrative department concerned.

4.7 Selection Committee for Ministerial staff: The Chairperson / VC shall constitute, as and when required a selection committee consisting of the board of management nominated by VC or Registrar and one officer of the concerned department.

4.8 Special mode of appointment: Notwithstanding anything contained in these rules, the Chairperson / VC may invite a person of high academic distinction and professional attainments to accept a post of Director of Constituted School (s), Professor or Associate Professor or any other equivalent post in the University on such terms and conditions as the Chairperson deems fit and on the person agreeing to do so, appoint him to the post.

4.9 Appointment and Probation:

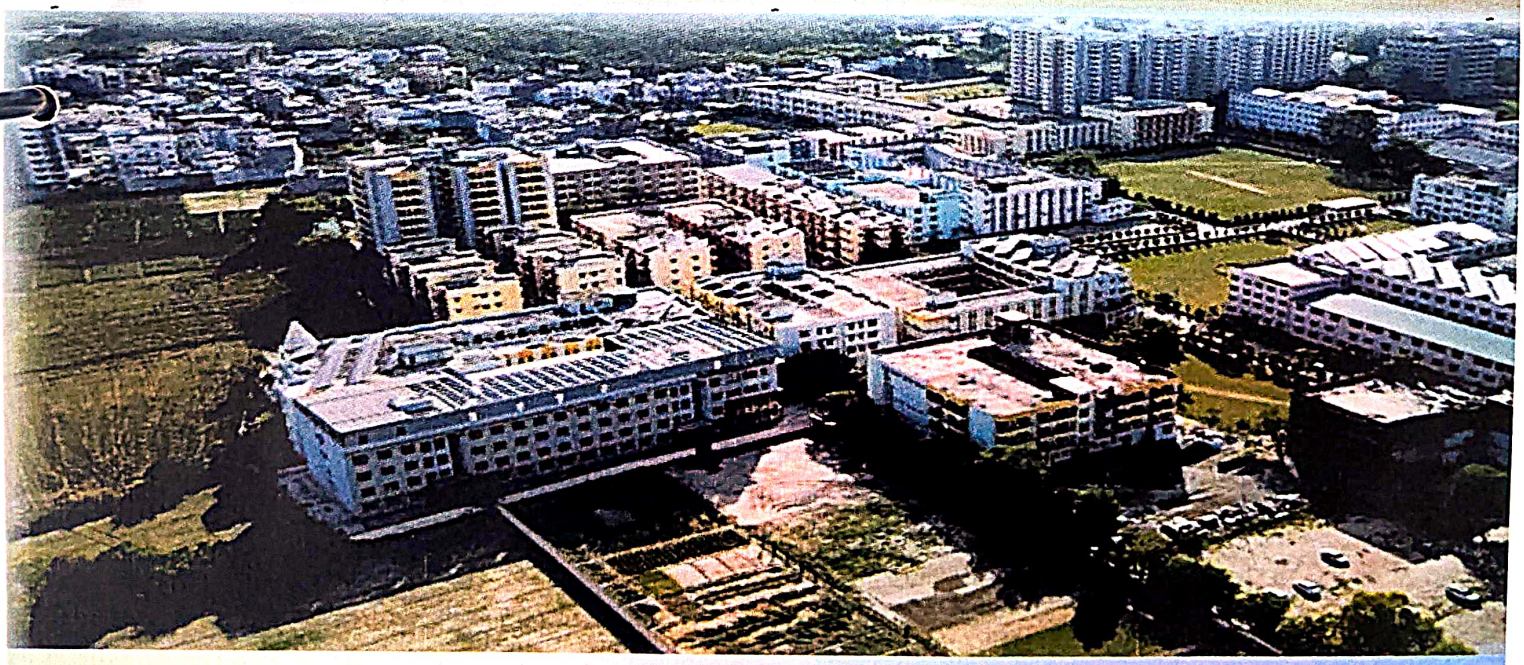
(a) All appointments in the University shall be made only after approval by the Chairperson.
(b) The Registrar shall issue appointment letter to candidates appointed for any post in the University clearly stating therein the period allowed for joining the service, and other terms & conditions.
(c) A candidate who joins the services of the University shall submit a joining report along with all other original documents including a certificate of medical fitness from a registered medical practitioner to the HR Manager / Registrar Office. The HR Manager shall return all the original documents after verification.
(d) The HR Manager / Concerned person shall register new employee on Biometric Machine and also on my Bareilly International University portal.
(e) HR office / concerned office shall release the Employee no. and ID-Card as a proof of joining BIU.
(f) New Employee should open a separate Bank Account as directed by HR office / Account office in which his / her salary may be directly deposited by the university every month.
(g) A person appointed to any post in the university shall be on **probation for a period of one year / two years** as specified:

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CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3.1 The Institution has effective welfare measures for teaching and nonteaching staff and other beneficiaries





6.3.1

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Welfare Measures for Faculty, Non-Teaching Staff, and Beneficiaries (Humanities and Journalism Department)

The institution places a high emphasis on the welfare and well-being of its teaching and non-teaching staff, recognizing their significant contributions to the academic and administrative functioning of the institution. A range of comprehensive welfare measures are in place to ensure a supportive and conducive work environment for all employees.

For faculty members, the institution offers **professional development opportunities**, including sponsored participation in national and international seminars, workshops, and training programs, particularly tailored for the **Humanities and Journalism** disciplines. The focus is on enhancing pedagogical skills, research capabilities, and staying updated with the latest trends and technologies in these fields. **Research grants** and funding for academic projects, particularly in humanities and journalism, are also available to encourage faculty members to engage in research and publication. Furthermore, the institution provides **healthcare facilities, gratuity,** and **pension plans** to ensure long-term financial security and well-being.

The **non-teaching staff** benefits from a range of **staff welfare programs,** including a **dedicated employee assistance program** to support mental health and work-life balance. The institution ensures their **job security** through clear career advancement paths, along with **regular training and skill development** workshops to improve administrative efficiency and personal growth. Additionally, provisions for **leave entitlements, childcare support,** and **medical insurance** are provided to ensure their physical and emotional well-being.

Beneficiaries of these welfare measures include not only the faculty and non-teaching staff members but also the **students and research scholars** from the **Humanities and Journalism** departments. By fostering an atmosphere that encourages academic rigor and professional development, the institution ensures a holistic support system for all involved, contributing significantly to the academic environment's growth.

Supporting Documents:

1. List of beneficiaries for professional development programs and research funding.
2. Documentation for healthcare and insurance plans provided to staff members.
3. Staff training and skill development program records.
4. Leave policies and childcare support documentation.

5. Employee assistance program details and engagement reports.
6. Records of seminars, workshops, and faculty development activities.

These welfare measures underscore the institution's commitment to nurturing a sustainable and motivated workforce, ensuring long-term academic excellence and well-being in the **Humanities and Journalism** sectors.



WELFARE MEASURES FOR TEACHING AND NON-TEACHING STAFF, AND OTHER BENEFICIARIES POLICY

1. Purpose

This policy aims to establish and maintain effective welfare measures for teaching and non-teaching staff, as well as other beneficiaries within the university community. The goal is to enhance the well-being, satisfaction, and motivation of employees while fostering a positive work environment that supports the university's mission and values.

2. Scope

This policy applies to all teaching and non-teaching staff, including faculty, administrative personnel, technical staff, and other employees, as well as any additional beneficiaries who are connected to the university community (such as retirees or dependents).

3. Objectives

- To create a supportive environment for teaching and non-teaching staff that enhances job satisfaction and work life balance.
- To ensure that welfare measures are inclusive and accessible to all eligible beneficiaries.
- To maintain a fair and transparent system for welfare benefits, ensuring compliance with applicable laws and regulations.
- To improve employee retention and foster loyalty and commitment to the university.

4. Welfare Measures for Teaching and Non-Teaching Staff

4.1 Health and Medical Benefits:

- **Health Insurance:** The university provides comprehensive health insurance coverage for teaching and non-teaching staff, including dependents, covering medical, hospitalization, and emergency care.
- **Health and Wellness Programs:** Regular health check-ups, vaccination drives, mental health counseling, and wellness programs are organized to ensure the physical and mental well-being of staff.
- **Employee Assistance Program (EAP):** A confidential counseling service for employees to address personal, emotional, or work-related challenges.

4.2 Financial Support and Benefits:

- **Salary and Allowances:** Competitive salary structures, including allowances for transport, housing, and other applicable benefits, are provided to staff as per their roles and university policies.
- **Provident Fund and Gratuity:** Staff are entitled to provident fund (PF) and gratuity benefits as per statutory regulations and university policy.
- **Loans and Advances:** Interest-free or low-interest loans for staff in need, including loans for education, health emergencies, or other personal needs.
- **Performance-Based Incentives:** The university offers performance-linked bonuses, awards, and incentives to recognize and reward staff contributions.
- **Retirement Benefits:** A comprehensive pension scheme or retirement fund options are available for staff preparing for retirement.

4.3 Work-Life Balance and Leave Policies:

- **Paid Time Off (PTO):** Staff are entitled to annual leave, sick leave, and casual leave, as per university policy and statutory requirements.
- **Maternity and Paternity Leave:** Paid maternity and paternity leave are provided to ensure family welfare and support work-life balance.
- **Flexibility in Work Hours:** Flexible working hours or the option for telecommuting are available for staff, especially in cases of special needs or family responsibilities.
- **Compensatory Offs:** For staff required to work beyond regular hours (e.g., for events or special programs), compensatory offs are granted.

4.4 Professional Development and Career Growth:

- **Training and Development Programs:** Regular training, workshops, and professional development opportunities are provided to teaching and non-teaching staff to enhance skills, knowledge, and career advancement.
- **Study Leave and Sponsorship:** Teaching staff are offered study leave with or without pay to pursue higher education, research, or advanced professional qualifications.
- **Promotion and Advancement:** Clear guidelines for promotions, salary increments, and career advancement are outlined in university policies to ensure staff members are recognized for their efforts.

4.5 Accommodation and Transportation:

- **Staff Housing:** The university offers on-campus or nearby housing facilities for eligible staff, ensuring affordable accommodation.
- **Transportation Benefits:** Transport facilities or allowances are provided to facilitate the daily commute of staff, especially for those living in distant locations.

4.6 Social Security and Legal Protections:

- **Social Security Schemes:** The university complies with applicable laws regarding social security and welfare measures, including pension schemes and workers' compensation.
- **Legal Aid and Representation:** Legal support is available for employees facing legal issues related to their employment.

4.7 Recognition and Appreciation:

- **Employee Recognition Programs:** Regular recognition programs, such as "Employee of the Month," anniversary celebrations, and long-service awards, are organized to celebrate employee contributions.
- **Events and Social Gatherings:** The university hosts annual social events, festivals, and gatherings to foster a sense of community and camaraderie among employees.

5. Welfare Measures for Other Beneficiaries

5.1 Retirees:

- **Retirement Benefits:** Retired staff members receive pension, gratuity, and health benefits as applicable under the university's retirement policy.

- **Alumni Engagement:** Retired staff are encouraged to stay engaged with the university thro alumni programs, events, and lifelong learning opportunities.
- **Health and Wellness Support:** Retirees are also eligible for health insurance coverage wellness programs designed to support their continued well-being.

5.2 **Dependents of Employees:**

- **Educational Benefits:** Children of employees are eligible for educational support, suc scholarships or discounted tuition fees for programs offered by the university.
- **Health Benefits for Dependents:** Dependents of staff members are eligible for inclusio the university's health insurance program, ensuring coverage for medical care.

5.3 **Contractual and Part-Time Employees:**

- **Pro-rata Benefits:** Contractual and part-time employees receive welfare benefits proporti to their working hours or contract terms, including access to health benefits, trai opportunities, and paid leave.
- **Support for Professional Development:** Contractual staff have access to professi development resources and are encouraged to participate in training programs.

6. Accessibility and Communication of Welfare Benefits

6.1 **Clear Communication:**

- All staff members are made aware of their entitlement to welfare measures through orienta programs, employee handbooks, intranet portals, and regular updates.
- A dedicated welfare officer or team is available to assist employees with inquiries and cla regarding welfare benefits.

6.2 **Easy Access to Services:**

- Welfare services are accessible through streamlined processes, with clear documentation support systems in place for staff to claim or access benefits.
- Staff are encouraged to reach out to the university's welfare team for assistance with access medical benefits, loans, training opportunities, and other welfare-related services.

7. Monitoring and Evaluation

7.1 **Feedback and Improvement:**

- Regular feedback is gathered from staff members regarding the effectiveness of welf measures through surveys, focus groups, and one-on-one meetings.
- The university's leadership reviews the feedback and adjusts welfare policies and program needed to improve employee satisfaction.

7.2 **Annual Review:**

- The welfare programs and benefits are reviewed annually to ensure they remain releva effective, and aligned with the university's goals and financial sustainability.
- Adjustments to welfare policies are made based on emerging needs, staff feedback, a changing legal or regulatory requirements.

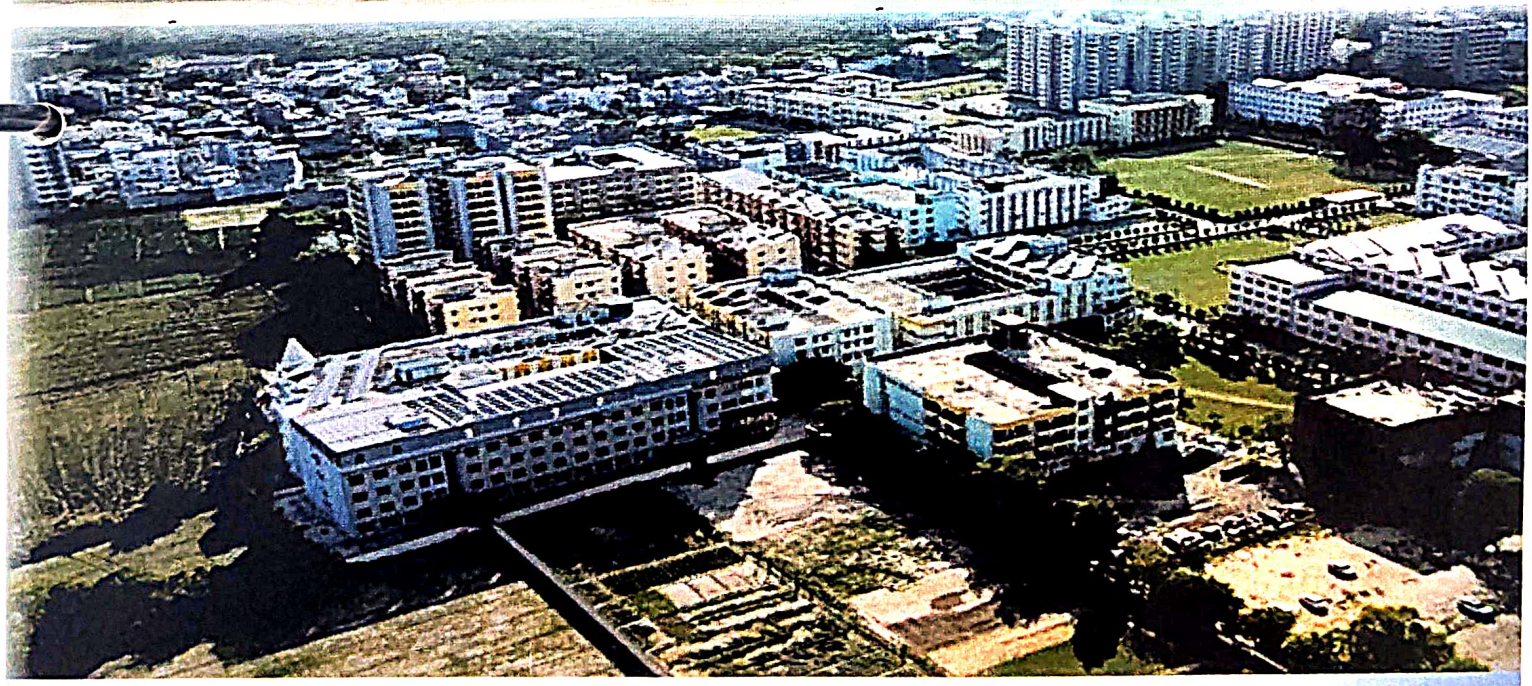
8. Policy Review and Updates

- This policy will be reviewed nnually to assess its effectiveness in providing adequate welfare support to teaching and non-t aching staff, retirees, dependents, and other beneficiaries.
- Any changes in legal or :gulatory requirements or emerging welfare trends will be incorporated into the policy o ensure the university remains a competitive and supportive employer.

CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.3.5 Institution has Performance Appraisal System for teaching and nonteaching staff





6.3.5

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Performance Appraisal System for Teaching and Non-Teaching Staff (NAAC Report)

The institution has implemented a robust Performance Appraisal System (PAS) to assess the professional growth and contributions of both teaching and non-teaching staff. This system is designed to enhance the quality of education and administration by providing comprehensive feedback, identifying strengths, and addressing areas for development. The Faculty Appraisal System evaluates faculty performance across multiple dimensions, including teaching effectiveness, research output, participation in academic and extracurricular activities, and engagement with students. Non-teaching staff are similarly assessed based on their support functions, efficiency, and contribution to the institution's overall functioning.

As part of the PAS, an in-depth **Analysis and Action Taken Report** is prepared annually. This report highlights trends and patterns observed in faculty and staff performance, serving as a basis for targeted professional development and institutional improvements. Where performance gaps are identified, specific interventions, such as training programs, workshops, or mentoring, are initiated to enhance staff capabilities and contribute to the institution's growth.

Case Study of Two Faculty Members: Significant Growth in 5 Years

Over the past five years, two faculty members have shown remarkable professional growth, reflecting the effectiveness of the Performance Appraisal System. **Faculty 1** began as a junior lecturer in the Department of Humanities and, through consistent self-improvement and academic contributions, has progressed to a senior faculty position. His research, publications, and student-centric teaching approach have earned him recognition in both national and international academic circles. Similarly, **Faculty 2**, a Journalism professor, has expanded her role from classroom teaching to becoming an influential mentor in student journalism initiatives. Her participation in national conferences and her commitment to applied research have played a key role in enhancing the department's visibility and impact.

Consolidated Account Statement and Beneficiaries

The institution maintains a **Consolidated Account Statement** to transparently track financial allocations and expenditures, ensuring that all funds are used effectively for the betterment of the institution. The statement provides detailed information on the financial health of the institution, including grants, endowments, and other sources of funding. Beneficiaries of the funds include faculty members who receive research grants, professional development support, and awards for excellence in teaching and research. Additionally, non-teaching staff are also supported through various welfare schemes and capacity-building programs.

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The integration of these elements into the institution's academic and administrative structure not only ensures high standards of quality education but also fosters a culture of continuous improvement. In the case of the Humanities and Journalism departments, the PAS has been particularly impactful. Faculty members in these fields benefit from a specialized evaluation framework that acknowledges the unique contributions of the humanities disciplines, such as critical thinking, cultural understanding, and research excellence. Journalism faculty are recognized for their ability to blend traditional academic rigor with real-world media engagement, preparing students for a dynamic and evolving media landscape.

Through these concerted efforts, the institution continues to create an environment that nurtures academic excellence, fosters professional growth, and contributes meaningfully to the field of higher education.

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Teaching / Non- Teaching staff Increment/ Appraisal Policy

Application and Commencement:

1. This shall apply for annual performance appraisal of the teaching and Non- Teaching employees of the University.
2. The performance appraisal of the University Teaching and Non-Teaching employee shall be provided by this Policy.

Introduction:

a. Performance appraisal underpins good performance management practice and staff development in the University. Appraisal is a key mechanism for explicitly directing all employees' contribution so that individuals can see how their work supports the aims and objectives of their section, department, Faculty and the University as a whole. The process should provide clear direction towards personal and organizational vision and mission so that each individual is able achieve their potential and contribute to the University's success.

b. Appraisal plays an essential role in identifying training, development and career needs and ensuring that individual contribution is valued and recognized.

c. In addition, the appraisal meeting enables staff and HODs to discuss performance and provides a mechanism to give and receive constructive feedback

d. Performance appraisal should normally have a positive focus on issues such as staff development and staff achievements. However, the University recognizes that there will be rare instances of unacceptable or poor performance. Such cases should normally be dealt with separately from the appraisal process through the application of the University Guidelines on Performance Monitoring or Informal Counselling meetings, and where problems persist the appropriate Disciplinary Procedures.

3. Scope:

The appraisal process will apply to all employees who have successfully completed their probationary period.

Principles:

a. Frequency of appraisal:

Each eligible employee should have an appraisal meeting at least on an annual basis. It is strongly recommended that an informal review meeting be held after six months. This is to ensure that the appraisal objectives (KRAs) set six months previously are still appropriate, and if necessary, to agree new or revised KRAs (Key Responsibility Areas). It will also allow an opportunity for both parties to raise problems or issues well in advance of the year-end so that there is a chance of resolving them and still achieving the agreed KRAs.

b. Probationary Employee:

New employees whose probation is managed under the University's Service Rules for Teaching and Non-teaching employees should have KRAs set as part of their probationary process. These probationary KRAs will be reviewed in the employee's first appraisal following confirmation of appointment and new KRAs for the future set in accordance with the University's Appraisal Policy. Their first appraisal will take place at the end of Odd or Even Semester during the normal appraisal period for the University, even if less than a year has passed since the Appraisee's final probation review. If there is a considerable length of time between the

employee's final probation meeting and their first appraisal, their reporting officer should hold an informal review meeting to review progress against the employees' probationary KRAs and to set new or revised KRAs as appropriate. Teaching employees or other support and professional services employees who have not had KRAs set during their probationary period, should have their first appraisal immediately after the successful completion of their probationary period. This will involve the setting of appropriate KRAs. In such cases, the second appraisal will take place during the normal appraisal period in subsequent years and an informal interim review may be necessary if there is a considerable length of time between the first and second appraisal.

Timing of the Appraisal Process:
The appraisal process should normally take place at the end of academic session to enable individual KRAs to reflect organisational objectives set during the University planning cycle.

a. Appraisal Meetings:
The individual's immediate reporting officer will norm
ally conduct the appraisal
and act as Appraiser. For teaching employees, appraisals will normally be carried out by the Head of Department/Principal of the College (the Appraiser). In the case of some senior teaching employee, the Vice Chancellor may appoint an alternative Appraiser to the Head of Department where appropriate.

b. The purpose of the meeting will be to:

I. Discuss, review and rate performance against the KRAs set during the last appraisal meeting/probation review meeting.
ii. Set new individual SMART KRAs for the coming year, which are derived from, and aligned to, organisational objectives.
iii. Identify any staff development activities required to assist the person to meet their KRAs and formulate a personal development action plan.
iv. Give feedback to the Appraiser on how they are managing their staff. This information may be used in the Appraiser's appraisal.

Appraisal Ratings: There shall be following ratings

Grade-A (Excellent / Exceptional): If the score is between 80 % to 100%
Grade-B (Very Good / Good): If the score is between 60% to 79.99%
Grade-C (Satisfactory): If the score is less than 50 to 60%.
Grade-D (Unsatisfactory): If the score is less than below 50 %.

Appraisal forms:
The Performance Appraisal Form called as Performance
Management System form (PMS form) shall be as annexed at Annexure-01. The copies of completed and signed off appraisal forms should be returned to Human Resources Department and kept on confidential HR files.

Publication of Policy and results of assessment:
This policy will be publicized widely within SOAS in electronic formats to ensure its profile and impact is highlighted in full. Significant trends arising from assessment and monitoring may also be published.

PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF POLICY

Purpose

To establish a structured and transparent performance appraisal system that recognizes contributions, promotes professional development, and ensures alignment with the university's strategic goals.

Scope

This policy applies to all teaching and non-teaching staff employed by the university, including probationary, part-time, and contract employees, unless otherwise specified.

Objectives

1. Assess the performance of teaching and non-teaching staff based on defined criteria.
2. Provide constructive feedback to facilitate individual and institutional growth.
3. Identify training and development needs to enhance performance.
4. Recognize and reward exceptional contributions.
5. Ensure fairness, accountability, and transparency in the evaluation process.

Performance Appraisal Criteria

Teaching Staff

1. Academic Contribution
   - Student feedback on teaching effectiveness.
   - Course delivery, curriculum development, and innovation.
   - Research publications, grants, and projects.
2. Professional Development
   - Participation in conferences, workshops, and training programs.
   - Pursuit of higher qualifications or certifications.
3. Institutional Contribution
   - Administrative duties and committee participation.
   - Mentorship and student guidance.
4. Service to Society
   - Community engagement and outreach activities.

Non-Teaching Staff

1. Job Performance
   - Quality, efficiency, and accuracy of work.
   - Timeliness and adherence to processes.
2. Teamwork and Collaboration
   - Interpersonal skills and teamwork.

- Contribution to a positiv work environment.

3. Professional Growth
   - Participation in skill dev lopment programs.
   - Adaptability to new tech ıologies or methodologies.
4. Contribution to University Goal
   - Initiative in improving w orkflows and services.
   - Alignment with instituti nal objectives.

Appraisal Cycle

1. Frequency: Appraisals will be c nducted annually (or bi-annually, as determined by the university).
2. Phases:
   - Self-Appraisal: Staff wil submit a self-assessment based on predefined criteria.
   - Supervisor Review: Imn ediate supervisors will provide feedback.
   - Peer Review (Optional): Teaching staff may undergo peer evaluation.
   - Appraisal Committee Re iew: A final evaluation by an appraisal committee.

Performance Rating

A structured rating system will categori e staff performance as:

- Exceptional
- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

Outcomes

1. Recognition and Rewards
   - Incremental pay raises, b nuses, or promotions based on ratings.
2. Training and Development
   - Tailored professional de elopment plans for skill enhancement.
3. Corrective Measures
   - Support for employees n eding improvement through counseling or retraining.

Confidentiality and Fairness

1. Confidentiality: All appraisal do uments will be treated as confidential.
2. Appeals Process: Employees ca appeal their appraisal results within a specified timeframe.

Roles and Responsibilities

1. Appraisee: Provide accurate self-appraisal data and participate in the process.
2. Supervisors: Conduct objective evaluations and provide constructive feedback.
3. HR Department: Facilitate the process, maintain records, and ensure compliance.
4. Appraisal Committee: Oversee the process, ensure fairness, and make final decisions.

Policy Review

This policy will be reviewed annually to incorporate feedback, regulatory changes, and best practices.

CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.4.1 Institutional strategies for mobilization of funds and the optimal utilisation of resources



6.4.1

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Institutional Strategies for Mobilization of Funds and Optimal Utilization of Resources

In the context of Humanities and Journalism programs, institutions implement comprehensive strategies for fund mobilization and the optimal utilization of resources to enhance academic excellence, research capabilities, and overall institutional growth. The institution focuses on multiple sources for financial support, including government grants, corporate sponsorships, alumni donations, and industry partnerships. Additionally, the institution may pursue grants from cultural and media organizations, as these are particularly relevant to the fields of Humanities and Journalism.

The utilization of these funds is strategically directed towards developing academic infrastructure, including library resources, media labs, and digital platforms for students to gain exposure to the latest technological advancements in the media and humanities fields. This also extends to organizing conferences, seminars, and research initiatives that contribute to the knowledge base of the institution. A portion of the funds is reserved for professional development programs for faculty, ensuring that the teaching methodologies and industry engagement remain at the forefront.

Process of Internal Audits

Internal audits in the institution are a crucial part of maintaining financial accountability and ensuring that the allocated funds for Humanities and Journalism departments are being utilized in alignment with institutional goals. The internal audit process follows a systematic approach where financial records, receipts, and spending patterns are regularly reviewed. This helps in identifying any discrepancies or inefficiencies in fund usage.

The audit process involves department-level scrutiny, ensuring that the financial resources dedicated to specific departments, such as Journalism programs (which often involve costly media equipment and software), are being properly spent. In addition, audits assess whether resources allocated for faculty training, infrastructure development, and academic programs are being utilized optimally.

Audit Committee, Audit Observations, and Action Taken Report

The audit committee plays a pivotal role in overseeing the internal audit process. Comprising senior administrative officials, financial experts, and external professionals, the audit committee reviews the observations made by the internal auditors. In the case of Humanities and Journalism, this could include ensuring that funds allocated for specific academic events, such as international conferences or guest lectures, are being efficiently utilized and not overspent.

Audit observations typically highlight areas of improvement, such as unnecessary expenditures or delayed project implementation, which might impede the program's progress. The action taken report is subsequently submitted to the governing body, where corrective measures are outlined to address these observations. For example, in Journalism departments, the report could recommend better management of funds for media equipment or suggest more cost-effective methods for research dissemination.

External Audit Process, Audit Observations, and Action Taken Report

External audits, conducted by independent auditors, are another layer of financial oversight within the institution. These audits ensure that the institution adheres to national and international financial standards and practices. For Humanities and Journalism faculties, external audits might focus on areas such as the financial management of research grants, publishing costs, and student-led media projects.

Similar to the internal audit process, external audit observations focus on the financial health of the institution, identifying areas where resources may not be utilized to their maximum potential. Action taken reports are generated based on these observations, which include institutional measures to rectify any identified inefficiencies. This external review helps in ensuring transparency and trust with stakeholders, ensuring that funds are managed responsibly, especially when large-scale projects or international collaborations are involved.

Through both internal and external audits, the institution ensures effective governance and accountability, which ultimately strengthens the academic and research capabilities of Humanities and Journalism departments.

MOBILISATION OF FUNDS AND OPTIMAL UTILISATION OF RESOURCES POLICY

1. Purpose

This policy outlines the strategies and processes for the mobilisation of funds and the optimal utilisation of resources at the university. It aims to establish a sustainable and diversified financial framework that ensures financial stability while promoting efficient use of resources to support the institution's academic, research, and infrastructural goals.

2. Scope

This policy applies to all departments and units within the university that are involved in the mobilisation, management, and utilisation of funds. It governs the university's approach to fundraising, resource allocation, financial management, and cost optimization.

3. Objectives

- To ensure effective and ethical mobilisation of funds from diverse sources to support the university's objectives.
- To promote the optimal allocation and efficient use of resources in alignment with the institution's strategic goals.
- To enhance the financial sustainability of the university through well-planned fundraising and financial management strategies.
- To implement transparent, accountable, and responsible financial practices that are in line with regulatory requirements and best practices.

4. Strategies for Mobilisation of Funds

4.1 Government Grants and Funding:

- **Public Sector Grants:** The university will actively pursue government grants, scholarships, and research funding programs from local, state, and national government agencies. This includes funding for research, infrastructure development, faculty development, and community outreach.
- **Special Programs and Initiatives:** The university will identify and apply for special government programs aimed at promoting education, innovation, and technology in the higher education sector.

4.2 Corporate Sponsorship and Industry Collaboration:

- **Corporate Partnerships:** The university will engage with corporations, businesses, and industries for sponsorship opportunities, research collaborations, and funding for academic and infrastructural projects.
- **Corporate Social Responsibility (CSR) Initiatives:** The university will leverage CSR funds from companies for student scholarships, research grants, and infrastructure development.
- **Industry-University Collaborations:** Establishing collaborations with industries for funded research, internships, placements, and infrastructure support.

4.3 **Alumni Contribu ions:**

- **Alumni Fund aising Programs:** The university will establish strong alumni relations and create opportu nities for alumni to contribute financially to the university's growth through donations, end owments, and capital campaigns.
- **Alumni Cha ters:** Engaging regional alumni chapters to support fundraising efforts, particularly f r specific departments or initiatives, such as scholarships, research, and infrastructure p rojects.
- **Alumni Netw orking Events:** Organizing alumni events to strengthen relationships and encourage fin ncial and non-financial contributions.

4.4 **Donations and E dowments:**

- **Philanthropy and Donations:** The university will encourage donations from individuals, philanthropist , and non-profit organizations to fund academic and infrastructural development projects.
- **Endowment unds:** Establishment of endowment funds to provide long-term financial sustainability or research, scholarships, and faculty positions.
- **Crowdfundin g:** Utilizing online platforms to engage the wider community and solicit small donations for pecific projects, scholarships, or initiatives.

4.5 **Tuition Fees and Student Contributions:**

- **Tuition Fees:** The university will establish a clear and structured fee collection system to ensure that tui ion fees are collected in a timely manner.
- **Additional S dent Contributions:** The university will explore innovative ways for students to contribute o certain specific funding programs, such as funding for specific research projects, infra tructural improvements, or student development initiatives.

4.6 **Research Grants and External Funding:**

- **Research-Fo used Grants:** The university will actively seek research grants from international f nding bodies, foundations, and research councils to support faculty and student research activ ties.
- **Collaborativ Research:** Partnerships with international institutions and research centers to attract fundin for joint research projects.

4.7 **Entrepreneurshi and Innovation:**

- **University-E terprise Partnerships:** The university will foster entrepreneurial initiatives through incub tion centers, innovation labs, and technology transfer offices, attracting funding from venture apital, angel investors, and innovation-driven programs.
- **Commercial ation of Research:** Monetizing research outcomes through patents, licensing agreements, a d spin-off companies.

5. Optimal Utilisati n of Resources

5.1 **Resource Alloca ion Framework:**

- **Prioritizatio of Resources:** The university will establish clear criteria for resource allocation, prioritizing a ademic, research, and infrastructural initiatives that align with the university's strategic goal .

- **Balanced Budgeting:** A balanced approach will be adopted, ensuring that available funds are allocated effectively across all functional areas, such as academics, administration, research, facilities, and student services.
- **Capital Expenditure:** Resources will be allocated to meet immediate and long-term infrastructure development needs, ensuring sustainable growth.

5.2 **Cost Optimization and Efficiency:**

- **Cost Control Measures:** The university will implement cost-effective procurement, operations, and administrative processes to minimize waste and optimize the use of resources.
- **Energy and Resource Efficiency:** Sustainable practices, such as energy-saving initiatives, water conservation, and waste reduction, will be adopted to minimize operational costs.
- **Digitalisation and Automation:** The university will invest in technology to automate administrative functions, reducing the need for manual processes, which will lower operational costs.
- **Consolidation of Services:** Combining services and resources wherever feasible to increase efficiency, such as shared administrative resources across departments and centralized purchasing systems.

5.3 **Monitoring and Reporting of Resource Use:**

- **Financial Management Systems:** A comprehensive financial management system will be implemented to track the allocation and usage of funds across departments and projects.
- **Regular Audits and Reviews:** Internal and external audits will be conducted periodically to assess the proper utilisation of funds and resources, ensuring transparency and accountability.
- **Performance Metrics:** Regular monitoring of resource usage against predefined performance metrics to ensure that resources are being utilized effectively and goals are being met.
- **Annual Financial Reporting:** The university will produce annual reports detailing fund mobilization, resource allocation, and financial performance, which will be made available to stakeholders.

5.4 **Infrastructure and Technological Investments:**

- **Strategic Infrastructure Investment:** Resources will be allocated toward the development of infrastructure that supports the academic, research, and operational needs of the university, including classrooms, laboratories, libraries, and student accommodation.
- **Technology Upgradation:** Investment in cutting-edge technologies to enhance learning, teaching, research, and administration, ensuring that resources are utilized to their fullest potential.

6. Sustainability and Long-Term Planning

6.1 **Sustainable Financial Practices:**

- **Diversified Revenue Streams:** The university will maintain a diverse set of funding sources to reduce reliance on any single revenue stream, ensuring financial sustainability in the long term.
- **Endowment Growth:** Focus on growing the endowment fund through regular contributions, ensuring a steady stream of income for future generations.

- **Green and Sustainab' : Initiatives:** Resources will be allocated to sustainability projects such as renewable energy ystems, eco-friendly buildings, and waste management to minimize environmental impact nd reduce operational costs.

6.2 Long-Term Financial Str ategy:

- **Five-Year Financial l lanning:** The university will develop and periodically update a five-year financial strategy to ensure the effective mobilisation of funds and the optimal use of resources to achieve lo ıg-term institutional goals.
- **Scenario Planning:** Tl e university will conduct financial forecasting and scenario planning to assess potential financi ıl risks and develop contingency plans.

7. Accountability and Transp arency

7.1 Accountability Mechanis ns:

- **Financial Oversight:** All financial decisions will be overseen by the university's Finance Committee, which will ensure the proper and ethical use of funds.
- **Stakeholder Reportin ;:** Transparent financial reports will be provided to internal and external stakeholders, including the Board of Trustees, faculty, staff, and donors, ensuring transparency in fund usage and reso rce allocation.

7.2 External Audits and Gov rnance:

- **Independent Audits:** The university will engage an independent auditing firm to review financial practices and ensure that funds are being used optimally.
- **Regulatory Compliar :e:** The university will ensure compliance with all relevant financial and tax regulations, ensurin ; that funds are mobilised and used in accordance with applicable laws.

8. Policy Review and Updat

- This policy will be rev ewed annually by the university's leadership team to ensure it remains effective and aligned v th institutional goals.
- Modifications to the p licy will be made as needed based on feedback, changes in financial regulations, and emerg ng funding opportunities.

CONDUCTING INTERNAL AND EXTERNAL FINANCIAL AUDITS REGULARLY POLICY

1. Purpose

This policy outlines the procedures for conducting regular internal and external financial audits at the university. The objective is to ensure transparency, accountability, and compliance with applicable financial regulations and standards. The policy also aims to enhance financial integrity and the effective use of resources to meet the university's strategic goals.

2. Scope

This policy applies to all financial transactions, operations, and departments of the university. It covers both the internal audit processes which are conducted by the university's internal audit team, and the external audits, which are carried out by independent auditing firms.

3. Objectives

- To ensure financial integrity, transparency, and accuracy in the university's financial reporting.
- To evaluate the effectiveness of internal controls and financial management practices.
- To comply with regulatory requirements and industry best practices in financial management.
- To provide stakeholders with an assurance of proper financial governance and accountability.

4. Internal Financial Audit

4.1 Audit Committee and Internal Audit Team:

- **Audit Committee:** The university will establish an Audit Committee, composed of senior administrative members, including the Chief Financial Officer (CFO), to oversee the internal audit process.
- **Internal Audit Function:** The university will maintain a dedicated internal audit team responsible for planning, conducting, and reporting on the internal audits. This team will report directly to the Audit Committee and the Board of Trustees.
- **Independence:** The internal audit function will operate independently, ensuring objectivity in evaluating the university's financial operations and practices.

4.2 Audit Frequency and Scope:

- **Annual Audits:** Internal audits will be conducted annually to assess the financial health of the university and the effectiveness of financial controls.
- **Target Areas:** The internal audit will focus on financial reporting, resource allocation, budgeting, procurement, expenditure management, compliance with policies and regulations, and any other relevant financial processes.
- **Risk-Based Audits:** The internal audit team will prioritize areas with higher financial risk, such as large capital expenditures, grants, and investments.

4.3 Audit Process and Methodology:

- **Audit Planning:** The internal audit team will prepare an audit plan at the beginning of each financial year, outlining the areas to be audited, the scope of the audit, and the timeline for completion.

- **Fieldwork:** The internal auditors will review relevant financial documents, perform reconciliations, conduct interviews with key personnel, and verify compliance with internal controls.
- **Reporting:** After completing the audit, the internal audit team will present a detailed report to the Audit Committee, which will include findings, recommendations for improvement, and any identified risks or weaknesses in financial processes.
- **Follow-Up:** The internal audit team will also follow up on the implementation of recommendations from previous audits, ensuring that corrective actions are taken.

4.4 Recommendations and Corrective Actions:

- **Action Plans:** The Audit Committee, in collaboration with relevant departments, will develop action plans to address any audit findings or weaknesses identified.
- **Monitoring:** The university will monitor the implementation of corrective actions and improvements to financial processes based on audit recommendations.

5. External Financial Audit

5.1 Appointment of External Auditors:

- **Independent Auditing Firm:** The university will appoint a qualified and reputable external auditing firm on an annual basis to conduct independent audits. The appointment of external auditors will be approved by the Board of Trustees, ensuring their independence and objectivity.
- **Audit Terms of Reference:** The university will define clear terms of reference for the external auditors, including the scope of the audit, key focus areas, and timelines for reporting.

5.2 Audit Frequency and Scope:

- **Annual External Audits:** The external audit will be conducted annually, covering all aspects of the university's financial activities, including financial statements, internal controls, compliance with laws and regulations, and adherence to accounting standards.
- **Financial Statements:** The external audit will include a review of the university's balance sheet, income statement, cash flow, and statement of changes in equity.
- **Compliance with Accounting Standards:** The external auditors will verify that the university's financial reports are prepared in accordance with generally accepted accounting principles (GAAP) or international financial reporting standards (IFRS), as applicable.

5.3 Audit Process and Methodology:

- **Audit Planning:** The external auditors will meet with the university's financial management team to discuss the audit scope, timeline, and any areas of concern.
- **Fieldwork:** External auditors will perform their work by reviewing financial records, interviewing key personnel, conducting analytical procedures, and verifying the accuracy and completeness of financial transactions.
- **Audit Opinion:** At the conclusion of the audit, the external auditors will issue an audit opinion on the fairness and accuracy of the financial statements, based on the evidence gathered during the audit.
- **Audit Report:** The external auditors will prepare a detailed audit report, highlighting key findings, concerns, and recommendations for improving financial practices and controls.

5.4 **Audit Findings and Recommendations:**

- **Presentation of Results:** The results of the external audit, including any issues or concerns identified, will be presented to the university's Audit Committee and the Board of Trustees.
- **Management Responses:** The university's management will provide responses to the external audit findings, including action plans for addressing identified weaknesses or deficiencies in financial processes.
- **Public Disclosure:** If required by regulatory bodies or stakeholders, the university will disclose the external audit report to the public, ensuring transparency and accountability.

5.5 **Management of Audit Recommendations:**

- **Action Plan:** The university will develop an action plan to address the recommendations made by the external auditors, with timelines and responsible parties for implementing corrective actions.
- **Follow-Up:** The university will track the progress of implementing recommendations and report back to the Audit Committee on the status of corrective actions.

6. Compliance and Legal Considerations

6.1 **Compliance with Regulatory Requirements:**

- The university will ensure that all audits (internal and external) comply with applicable laws, regulations, and accounting standards. This includes compliance with tax laws, reporting requirements, and other statutory regulations relevant to financial management and auditing.
- The university will also adhere to the guidelines set by relevant accrediting bodies and government agencies regarding financial audits.

6.2 **Data Protection and Confidentiality:**

- All audit activities will be conducted with strict adherence to data protection laws and confidentiality agreements. Financial records, audit findings, and other sensitive information will be treated with the utmost confidentiality to protect the privacy of stakeholders.

7. Accountability and Reporting

7.1 **Accountability Mechanisms:**

- The university's leadership, including the Audit Committee and senior management, will be accountable for ensuring that internal and external audits are conducted regularly and effectively.
- The Board of Trustees will receive regular reports on the findings of both internal and external audits, along with the progress on implementing any recommendations.

7.2 **Transparency and Reporting to Stakeholders:**

- The university will ensure transparency in its financial management practices by making audit reports available to relevant stakeholders, including faculty, staff, students, alumni, and regulatory bodies.
- The university will foster a culture of accountability by openly addressing audit findings and making improvements where necessary.

8. Policy Review and Updates

- This policy will be reviewed annually by the university's Board of Trustees to ensure relevance and effectiveness.
- Any changes in regulatory requirements, accounting standards, or auditing practices will be incorporated into this policy to maintain compliance and ensure continuous improvement.

CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5.1 Instituion has a streamlined Internal Quality Assurance Mechanism





6.5.1

BIU COLLEGE OF HUMANITIES & JOURNALISM

(Bareilly International University)

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly- (U. P.) – 243006 INDIA

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Internal Quality Assurance Mechanism (IQAC) in the Institution: A Streamlined Approach

The institution has established a robust and streamlined Internal Quality Assurance Mechanism (IQAC) to ensure continuous enhancement of academic and administrative standards. The IQAC plays a pivotal role in fostering a culture of quality across all departments and domains. Specifically, in the context of the Humanities and Journalism programs, the IQAC ensures that quality benchmarks are met and exceeded through a variety of carefully structured processes.

IQAC Compositions:

The IQAC comprises a multidisciplinary team, including senior academic leaders, faculty members, administrative staff, and external experts. In alignment with the mission of the institution, the composition is inclusive, allowing for diverse perspectives in the decision-making process. In the Humanities and Journalism departments, representation from subject experts ensures that the quality parameters are relevant to the specific needs of these fields. This cross-functional team actively contributes to maintaining the academic rigor and relevance of the courses offered.

IQAC Meetings (MOM):

The IQAC conducts regular meetings to discuss and evaluate the implementation of quality enhancement initiatives. The minutes of the meetings (MOM) reflect detailed deliberations on teaching and learning methodologies, curriculum updates, faculty development, student engagement, and other critical aspects that impact the quality of education. The Humanities and Journalism departments actively participate in these discussions, particularly with regard to content delivery, research activities, and industry collaboration, which are essential in these dynamic fields.

IQAC Process Manual:

A comprehensive IQAC Process Manual is in place, outlining the standard operating procedures for quality assurance. This manual serves as a guiding document for all stakeholders, ensuring consistent and transparent practices across various activities. For the Humanities and Journalism domains, the manual emphasizes the need for periodic curriculum reviews, integration of contemporary issues in coursework, and the inclusion of practical experiences such as internships, fieldwork, and media collaborations to strengthen the employability quotient.

Documents for Best Practices of IQAC:

The IQAC documents the best practices followed within the institution. These best practices are shared across departments to promote knowledge exchange and inspire innovation in teaching and learning methodologies. In the Humanities and Journalism programs, the institution has developed specific best practices, such as organizing workshops on critical thinking, research methodology, media ethics, and media literacy, which align with industry standards and current trends in journalism and communication.

List of Process Manuals Developed and Approved by GB for Quality System Implementation:

The institution's Governing Body (GB) has approved various process manuals for effective quality system implementation. These documents cover a broad spectrum of academic and administrative processes, from curriculum design and evaluation to faculty appraisal and student feedback. For the Humanities and Journalism departments, the GB has endorsed specialized process manuals that guide faculty and students in best practices for content creation, publishing, and ethical journalism. These manuals are regularly updated to reflect the evolving needs of these disciplines, ensuring that students are equipped with the most current knowledge and skills to succeed in the professional world.

In summary, the institution's IQAC framework has been meticulously designed and implemented to support continuous quality improvement, with a specific focus on the unique needs of the Humanities and Journalism disciplines. Through an inclusive approach, rigorous documentation, and the adoption of best practices, the IQAC ensures that these programs meet the highest standards of academic excellence and professional relevance.

BAREILLY
Towards Professional Excellence

INTERNAL QUA ITY ASSURANCE MECHANISM POLICY

1. Purpose

This policy establishes a streamline Internal Quality Assurance Mechanism (IQAM) to continuously monitor, assess, and improve the ac idemic, administrative, and operational quality of the university. The purpose is to institutionalize qu ality practices and create a culture of excellence in all spheres of the university.

2. Scope

This policy applies to all academic programs, administrative units, and support services across the university. It outlines the roles, resp nsibilities, and processes for ensuring consistent quality assurance and improvement.

3. Objectives

- To develop and implement r obust systems for quality assurance in teaching, learning, research, and administratio .
- To foster a culture of contin ious quality improvement and innovation.
- To ensure compliance with tatutory and regulatory guidelines for quality in higher education.
- To enhance stakeholder sat sfaction, including students, faculty, staff, and external partners.
- To monitor and benchmark institutional performance against national and international standards.

4. Governance and Structure of nternal Quality Assurance

4.1 Internal Quality Assurance C ell (IQAC):

- **Establishment:** The unive sity will establish an Internal Quality Assurance Cell (IQAC) to oversee the quality assuran e mechanism.
- **Composition:**
  - Chairperson: Vice- Chancellor/President.
  - Coordinator: Senio faculty member with experience in quality assurance.
  - Members: Represe tatives from academic departments, administrative units, industry, alumni, and studen body.
  - External Expert: A quality assurance specialist from another academic institution or industry.
- **Tenure:** The term of the I QAC members will typically be three years, subject to review.

4.2 Roles and Responsibilities o IQAC:

- Develop quality benchma ks and parameters for various academic and administrative activities.
- Facilitate the developmen of a learner-centric environment for quality education and skill development.
- Organize workshops, sem nars, and training sessions on quality-related themes.
- Conduct periodic academ c and administrative audits.

- Collect and analyze feedback from stakeholders to identify improvement areas.
- Prepare and submit the Annual Quality Assurance Report (AQAR) to relevant regulatory bodies.
- Promote innovation, best practices, and initiatives that enhance quality in teaching, research, and operations.

5. Processes and Mechanisms for Quality Assurance

5.1 **Teaching and Learning:**

- Develop structured policies for curriculum design, delivery, and evaluation in line with regulatory standards.
- Implement a feedback system to assess teaching quality and student learning outcomes.
- Integrate innovative and technology-driven teaching-learning methods, such as blended learning and e-learning platforms.
- Monitor the performance of students through continuous internal assessments, projects, and examinations

5.2 **Research and Development:**

- Establish guidelines for research ethics, integrity, and quality.
- Encourage interdisciplinary and industry-focused research.
- Monitor research output, including publications, patents, and funded projects.
- Provide training in research methodologies and promote collaborations with national and international institutions.

5.3 **Administrative Operations:**

- Standardize administrative processes to improve efficiency and service delivery.
- Conduct internal audits for operational and administrative quality.
- Establish mechanisms for grievance redressal, ensuring timely and effective resolution.

5.4 **Feedback Mechanisms:**

- Regularly collect feedback from students, alumni, parents, employers, and faculty through structured surveys.
- Use feedback data for quality improvement in academic programs, infrastructure, and services.

5.5 **Academic and Administrative Audits:**

- Conduct periodic audits to evaluate the performance of academic and administrative units.
- Identify gaps in processes and implement corrective actions to enhance quality.

5.6 **Technology Integration:**

- Leverage technology for monitoring and reporting quality metrics.
- Use Learning Management Systems (LMS) and Enterprise Resource Planning (ERP) tools to streamline academic and administrative processes.

6. Reporting and Compliance

6.1 Annual Quality Assurance Report (AQAR):

- The IQAC will prepare and submit an AQAR based on predefined metrics and standards to the relevant statutory bodies, such as the University Grants Commission (UGC), National Assessment and Accreditation Council (NAAC), or other applicable agencies.

6.2 Compliance with Accreditation Standards:

- The institution will align its quality assurance practices with the standards set by national and international accrediting bodies.

6.3 Periodic Reviews and Self-Assessment:

- The IQAC will conduct annual reviews of institutional performance against established quality benchmarks.
- Self-assessment reports will be generated to highlight achievements, identify areas for improvement, and outline strategic priorities for the future.

7. Stakeholder Engagement and Capacity Building

7.1 Awareness Programs:

- Regular awareness and capacity-building programs will be organized for faculty, staff, and students to understand the importance of quality assurance.

7.2 Stakeholder Involvement:

- The institution will actively involve stakeholders in the quality assurance process through consultations, surveys, and focus groups.

7.3 Collaborations and Partnerships:

- Collaborate with national and international institutions and quality assurance agencies to adopt best practices and innovative solutions.

8. Monitoring and Review Mechanism

8.1 Monitoring Mechanism:

- The IQAC will monitor the implementation of quality assurance initiatives and provide progress updates to the institutional leadership.
- Key performance indicators (KPIs) will be used to assess the effectiveness of quality assurance measures.

8.2 Policy Review:

- This policy will be reviewed every three years, or as required, to incorporate changes in regulatory requirements, accreditation guidelines, and institutional priorities.
- Recommendations for updates to the policy will be made by the IQAC and approved by the university's leadership and governing body.

9. Accountability and Transparency

9.1 Accountability:

- All university de artments and units will be accountable for adhering to the quality assurance processes outlin l in this policy.
- The IQAC will e sure compliance and report any deviations to the governing body.

9.2 **Transparency:**

- The institution w ll maintain transparency in all quality assurance activities, making relevant reports and metr cs available to stakeholders.

10. Conclusion

This policy provides a r bust framework for quality assurance, fostering continuous improvement and excellence in academic, esearch, and administrative domains. The institution's commitment to quality is central to achieving it vision and mission.

Bareilly International University

(Held on 29th March, 2023)

6th IQAC Committee

List of Agenda Points

S. No.	Agenda Point
1	Ratification of all resolutions/ATR of the Minutes of Meeting of the 5th IQAC Meeting held on 28th September, 2022.
2	To analysis of training & placement.
3	Promotions of University.
4	To promote consultancy.
5	Extension activities in the neighborhood community in term of social social impact and sensitizing students to social issue & Holistic development
6	Collaborative activities with other institutions/research establishment/industries for research & development.
7	To discuss financial support for teachers to attend faculty development programs required to upgrade their knowledge & technology.
8	Any other agenda point with the permission of chair

Director/ Coordinator
(IQAC)

Bareilly International University, Bareilly

[IQAC Office]

Minutes of 6th Meeting

Ref. BIU/REG/IQAC/13 DATE: 29-03-2023

Subject: - Minutes of 6th IQAC meeting

Proceedings of 6th meeting of IQAC held at 11:00 A.M. on day the 29th march 2023, at RMCH College Conference Room.

The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agrawal extended a hearty welcome to all the members of the Internal Quality Assurance Cell.

AGENDA NOTES OF THE 6th INTERNAL QUALITY ASSURANCE CELL

Agenda Item No. 1: **Ratification of all resolutions/ATR of the Minutes of Meeting of the 5th IQAC Meeting held on 28th September, 2023.**

Resolution: All resolutions of 5th IQAC Meeting held on 28th September, 2023 ratified and Confirmed by all members and approved by the chairperson.

(Annexure- 1 ATR of 5th IQAC Meeting)

Agenda Item No. 2 : **To analysis of training & placement.**

Resolution: The placement coordinator presented yearly report and listed out the upcoming placements. He pointed that maximum students are related medical & para-medical courses so self placement is maximum. Coordinator of placement told that." Online training & placements works are going regularly.

(Annexure-2 Placement Details)

Agenda Item No. 3 : **Promotions of University.**

Resolution: The members discussed the same and decided as under. "How to promote the University for upcoming session for state & national level.
This is assigned to Marketing & Admission officer.
Also further discussed, of the organizational structure of our university has to be revamped to make our system more robust.

Agenda Item No. 4 : **To promote consultancy.**

Resolution: The Committee Member decided to encourage the faculty members to take on more consultancies in order to enhance the quantity and quality of Consultancies.

Bareilly International University, Bareilly

Agenda Item No. 5:	**Extension activities in the neighbourhood community in term of social social impact and sensitizing students to social issue & Holistic development.**
Resolution:	In this particular area, the institution doing good work, all dignitaries appreciated and asked to continue good work.
Agenda Item No. 6 :	**Collaborative activities with other institutions/research establishment /industries for research & development.**
Resolution:	The member discussed the same and decided as under. All the members were agree to promote the collaborative activities for research & development. This task assigned to research & development department.
Agenda Item No. 7:	**To discuss financial support for teachers to attend faculty development programs required to upgrade their knowledge & technology.**
Resolution:	The revised policy for providing financial support for teachers to attend faculty development program was discussed. (passed Unanimously)

The meeting ended with a Vote of thanks to the chair.

Director
(IQAC)

Bareilly International University, Bareilly

[Director – IQAC Office]

Action Taken Report Fifth Meeting of IQAC

DATE: 28-09-2022

Subject: - ATR of 5th meeting conducted on 28th September 2022 of IQAC

S. No.	Agenda item no. of the last (5th) Meeting	Brief Title	Decision taken	Action taken / Progress made
1	**Ratification of all resolutions/ATR of the Minutes of Meeting of the 4th IQAC Meeting held on 30th March, 2022.**	All resolutions of 4th IQAC Meeting held on 30th March, 2022 ratified and Confirmed by all members and approved by the chairperson.	Not applicable.	Already taken in the 5th IQAC Meeting held on 28th September, 2022.
2	**To improve Research & Development Activates.**	All member were discuss the research & development activities & Research representative mention that the research activates are going via online as per requirement without any disturbances. Members suggested contributing more on research both by faculty & students.	Noted	confirmed
3	**Cultural committee Importance in new communing session.**	The IQAC coordinator explains importance of cultural committee. All members discussed the importance of cultural programme. All member were agree to update all cultural programme record of the university and Hon'ble Vice Chancellor appreciated.	Appreciated	Since complied with as per IQAC decision.
4	**Impact of Covid-19.**	All the member discussed the same and decided: Online classes sere conducted though Microsoft platforms, members suggested to implement blended learning through online so that student can actively participate in learning. The	Appreciated	Since complied with as per IQAC decision.

		importance of it monitoring and giving positive approach to the students to overcome the problem of Covid-19.		
5	**Update academic schedule.**	All the member discussed and decided to prepare academic schedule for upcoming session & keep it ready.	Appreciated	Final approved by committee.

Bareilly International University, Bareilly

[IQAC Office]

Member List

(6th Meeting of IQAC)

S. No.	Name of Member	Designation/Role
1	Dr. Lata Agrawal, Vice Chancellor, BIU	Chairperson
2	Dr T. Somashekarappa, Principal, RMCH	Member
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member
4	Dr. Sathyajith Naik, Principal, IDS	Member
5	Dr. Madhusudan Astekar, Prof. , IDS	Member
6	Dr. Pankaj Mishra, Principal, Keshlata College of Pharmacy	Member
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member
9	Dr. Priyanka A Masih, Prof. & Principal, RCN	Member
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member
12	Dr. Sushil Kumar Thakur, Registrar, BIU	Member
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member
14	Dr. Faiz Shamshi, Administrative (RAMCH)	Member
15	Dr. Kiran Agrawal, Pro-Vice Chancellor BIU, Society/Trust Nominee	Member
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member
17	Mr. Satyendra, Alumni Nominee	Member
18	Dr. Ashok Agarwal, Pro-Chancellor, BIU	Member
19	Dr. Pushpendra Kanojia, Principal BIU College of Pharmacy	Director/Coordinator

Bareilly International University, Bareilly

[IQAC Office]

DATE: 29-03-2023

Attendance Sheet

(6th Meeting of IQAC)

S. No.	Name of Member	Designation	Signature	Remarks
1	Dr. Lata Agrawal, Vice Chancellor,	Chairperson	Lata Agrawal	
2	Dr T. Somashekarappa, RMCH	Member		
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member		
4	Dr. Sathyajith Naik, Principal, IDS	Member		
5	Dr. Madhusudan Astekar, Prof. , IDS	Member		
6	Dr. Pankaj Mishra, Principal, KCOP	Member		
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member		
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member		
9	Dr. Priyanka A Mashi, Prof. & Principal, RCN	Member		
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member		
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member		
12	Dr. Sushil Kumar Thakur	Member		
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member		
14	Dr. Faiz Shamshi	Member		
15	Dr. Kiran Agrawal, Society/Trust Nominee	Member	Kiran	
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member		
17	Mr. Satyendra, Alumni Nominee	Member		
18	Dr. Ashok Agarwal	Member		
19	**Dr. Pushpendra Kanojia**	**Director/Coordinator**		

Bareilly International University

(Held on 28th September, 2022)

5th IQAC Committee

List of Agenda Points

S. No.	Agenda Point
1	Ratification of all resolutions/ATR of the Minutes of Meeting of the 4th IQAC Meeting held on 30th March, 2022.
2	To improve Research & Development Activates
3	Cultural committee Importance in new communing session.
4	Impact of Covid-19
5	Update academic schedule.
	Any other agenda point with the permission of chair

Director/ Coordinator
(IQAC)

Bareilly International University, Bareilly

[IQAC Office]

Minutes of 5th Meeting

Ref. BIU/REG/IQAC/11

DATE: 28-09-2022

Subject: - Minutes of 5th IQAC meeting

Proceedings of 5th meeting of IQAC held at 10:00 A.M. on day the 28th September 2022 at RMCH College Conference Room.

The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agrawal extended a hearty welcome to all the members of the Internal Quality Assurance Cell.

AGENDA NOTES OF THE 5th INTERNAL QUALITY ASSURANCE CELL

Agenda Item No. 1:	**Ratification of all resolutions/ATR of the Minutes of Meeting of the 4th IQAC Meeting held on 30th March, 2022.**
Resolution:	All resolutions of 4th IQAC Meeting held on 30th March, 2022 ratified and Confirmed by all members and approved by the chairperson. **(Annexure-1 ATR)**
Agenda Item No. 2:	**To improve Research & Development Activates.**
Resolution:	All member were discuss the research & development activities & Research representative mention that the research activates are going via online as per requirement without any disturbances. Members suggested contributing more on research both by faculty & students.
Agenda Item No. 3 :	**Cultural committee Importance in new communing session.**
Resolution:	The IQAC coordinator explains importance of cultural committee. All members discussed the importance of cultural programme. All member were agree to update all cultural programme record of the university and Hon'ble Vice Chancellor appreciated. **(Annexure-2 Cultural Committee Constitution)**

University Campus: Pilibhit Bypass Road, Bareilly -243006 (U. P.) India
(Established Under Government of U.P. Act No. 26/2013 u/s 2(f) of the UGC Act 1956)
Email: info@biu.edu.in | **website:** www.biu.edu.in
Phone: 0581-2526011-12, Fax : 0581-2303345

Bareilly International University, Bareilly

Agenda Item No. 4: **Impact of Covid-19.**

Resolution: All the member discussed the same and decided: Online classes sere conducted though Microsoft platforms, members suggested to implement blended learning through online so that student can actively participate in learning. The importance of it monitoring and giving positive approach to the students to overcome the problem of Covid-19.

Agenda Item No. 5: **Update academic schedule.**

Resolution: All the member discussed and decided to prepare academic schedule for upcoming session & keep it ready.

The meeting ended with a Vote of thanks to the chair.

Director
(IQAC)

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Bareilly International University, Bareilly

[IQAC Office]

Action Taken Report Fourth Meeting of IQAC

Subject: - ATR of 4th meeting conducted on 30th March 2022 of IQAC

S. No.	Agenda item no. of the last (4th) Meeting	Brief Title	Decision taken	Action taken / Progress made
1	Ratification of all resolutions/ATR of the Minutes of Meeting of the 3rd IQAC Meeting held on 22th September, 2021.	All resolutions of 3rd IQAC Meeting held on 22th September, 2021 ratified and Confirmed by all members and approved by the chairperson.	Not applicable.	Already taken in the 4th IQAC Meeting held on 30th March, 2022
1	**Important day/ Activity calendar to be celebrated by the university.**	Effort made by HOD/Principals to prepare a calendar for important events/ days to be organised /celebrated in the university is acknowledge. It was desired to circulate same after the approval IQAC. All member approved the same.	All members were agree	Noted & Appreciated
3	**Training programme for University Staff**	It is decided that Principal & Registrar, will organised such type of training on regular interval for the university employees, minimum two each year, out of which one may be external expert.	The IQAC confirmed this agenda.	Since complied with as per IQAC decision.

Bareilly International University, Bareilly

[IQAC Office]

Member List

(5th Meeting of IQAC)

S. No.	Name of Member	Designation/Role
1	Dr. Lata Agrawal, Vice Chancellor, BIU	Chairperson
2	Dr T. Somashekarappa, Principal, RMCH	Member
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member
4	Dr. Sathyajith Naik, Principal, IDS	Member
5	Dr. Madhusudan Astekar, Prof. , IDS	Member
6	Dr. Pankaj Mishra, Principal, Keshlata College of Pharmacy	Member
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member
9	Dr. Priyanka A Masih, Prof. & Principal, RCN	Member
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member
12	Dr. Sushil Kumar Thakur, Registrar, BIU	Member
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member
14	Dr. Faiz Shamshi, Administrative (RAMCH)	Member
15	Dr. Kiran Agrawal, Pro-Vice Chancellor BIU, Society/Trust Nominee	Member
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member
17	Mr. Satyendra, Alumni Nominee	Member
18	Dr. Ashok Agarwal, Pro-Chancellor, BIU	Member
19	Dr. Pushpendra Kanojia, Principal BIU College of Pharmacy	Director/Coordinator

Bareilly International University, Bareilly

[IQAC Office]

DATE: 28-09-2022

Attendance Sheet

(5th Meeting of IQAC)

S. No.	Name of Member	Designation	Signature	Remarks
1	Dr. Lata Agrawal, Vice Chancellor,	Chairperson		
2	Dr T. Somashekarappa, RMCH	Member		
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member		
4	Dr. Sathyajith Naik, Principal, IDS	Member		
5	Dr. Madhusudan Astekar, Prof. , IDS	Member		
6	Dr. Pankaj Mishra, Principal, KCOP	Member		
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member		
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member		
9	Dr. Priyanka A Mashi, Prof. & Principal, RCN	Member		
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member		
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member		
12	Dr. Sushil Kumar Thakur	Member		
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member		
14	Dr. Faiz Shamshi	Member		
15	Dr. Kiran Agrawal, Society/Trust Nominee	Member		
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member		
17	Mr. Satyendra, Alumni Nominee	Member		
18	Dr. Ashok Agarwal	Member		
19	**Dr. Pushpendra Kanojia**	**Director/Coordinator**		

Bareilly International University, Bareilly

[IQAC Office]

Ref. BIU/REG/IQAC/08

DATE: 09-03-2022

OFFICE-CIRCULAR

(4th Meeting of IQAC)

All IQAC members are kindly informed that the 4th IQAC meeting is scheduled as per following details:

Date: 30/03/2022

Venue: RMCH College Conference Room

Time: 11.00 AM

Members are kindly requested to be present during the meeting. Your suggestion / opinion approval are very important for the IQAC Committee/ Academic Quality benchmarking.

Director
(IQAC)

Copy to:

1. Hon'ble Vice Chancellor (For Info.)
2. All Committee Members (For Info. & necessary action)
3. Guard File

Encls: IQAC Member List

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Bareilly International University

(Held on 30th March, 2022)

4th IQAC Committee

List of Agenda Points

S. No.	Agenda Point
1	Ratification of all resolutions/ATR of the Minutes of Meeting of the 3rd IQAC Meeting held on 22th September, 2021.
2	Important day/ Activity calendar to be celebrated by the university.
3	Training programme for University Staff
4	Any other agenda point with the permission of chair.

Director Coordinator
(IQAC)

Bareilly International University, Bareilly

[IQAC Office]

Minutes of 4th Meeting

Ref. BIU/REG/IQAC/09 DATE: 30-03-2022

Subject: - Minutes of 4th IQAC meeting

Proceedings of 4th meeting of IQAC held at 12:00 A.M. on day the 30th March 2022, at RMCH College Conference Room.

The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agrawal extended a hearty welcome to all the members of the Internal Quality Assurance Cell.

AGENDA NOTES OF THE 4th INTERNAL QUALITY ASSURANCE CELL

Agenda Item No. 1:	**Ratification of all resolutions/ATR of the Minutes of Meeting of the 3rd IQAC Meeting held on 22th September, 2021.**
Resolution:	All resolutions of 3rd IQAC Meeting held on 22th September, 2021 ratified and Confirmed by all members and approved by the chairperson. **(Annexure -1 ATR of 3rd IQAC Meeting)**
Agenda Item No. 2:	**Important day/ Activity calendar to be celebrated by the university.**
Resolution:	Effort made by HOD/Principals to prepare a calendar for important events/ days to be organised /celebrated in the university is acknowledge. It was desired to circulate same after the approval IQAC. All member approved the same.
Agenda Item No. 3 :	**Training programme for University Staff**
Resolution:	It is decided that Principal & Registrar, will organised such type of training on regular interval for the university employees, minimum two each year, out of which one may be external expert.

The meeting ended with a Vote of thanks to the chair.

Director
(IQAC)

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Bareilly International University, Bareilly

[IQAC Office]

Action Taken Report Third Meeting of IQAC

Subject: - ATR of 3rd meeting conducted on 22th September 2021 of IQAC

S. No.	Agenda item no. of the last (3rd) Meeting	Brief Title	Decision taken	Action taken / Progress made
1	Ratification of all resolutions/ATR of the Minutes of Meeting of the 2nd IQAC Meeting held on 25th March, 2021.	All resolutions of 2nd IQAC Meeting held on 25th March, 2021 ratified and Confirmed by all members and approved by the chairperson.	Not applicable.	Already taken in the 3rd IQAC Meeting held on 22th September, 2021
2	Discussion of 7 Criteria of IQAC for NAAC	The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agarwal again discussion seven Criteria with all the presented members for the smooth functioning of operations of all the departments. Because IQAC team observe that LTP will be affected for assigning additional duties. Chairperson suggests to all members that NAAC is the important part of University/College. All the members were agree to work with IQAC for NAAC.	All members were agree with & appreciated	Noted & proceed
3	Create teams for each criterion..	IQAC Committee decided that each criterion has team therefore create 7 teams for separate criterion. Each team will have at least 5 members, the numbers of members can be increased or decreased if required. This decision will be final after the approval of committee members.	confirm	Noted
4	Any other agenda with the permission of chair	a) New syllabus	Members confirmed as per academic council	Noted
		b) Internal examiner & External examiner	Members confirmed as per academic council.	Noted

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Bareilly International University, Bareilly

[IQAC Office]

Member List

(4th Meeting of IQAC)

S. No.	Name of Member	Designation/Role
1	Dr. Lata Agrawal, Vice Chancellor, BIU	Chairperson
2	Dr T. Somashekarappa, Principal RMCH	Member
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member
4	Dr. Sathyajith Naik, Principal, IDS	Member
5	Dr. Madhusudan Astekar, Prof. , IDS	Member
6	Dr. Pankaj Mishra, Principal, Keshlata College of Pharmacy	Member
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member
9	Dr. Priyanka A Masih, Prof. & Principal, RCN	Member
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member
12	Dr. Hari Om Agarwal, Registrar, BIU	Member
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member
14	Dr. Faiz Shamshi, Administrative (RAMCH)	Member
15	Dr. Kiran Agrawal, Pro-Vice Chancellor BIU, Society/Trust Nominee	Member
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member
17	Mr. Satyendra, Alumni Nominee	Member
18	Dr. Ashok Agarwal, Pro-Chancellor, BIU	Member
19	Dr. Pushpendra Kanojia, Principal BIU College of Pharmacy	Director/Coordinator

Bareilly International University, Bareilly

[IQAC Office]

DATE: 30-03-2022

Attendance Sheet

(4th Meeting of IQAC)

S. No.	Name of Member	Designation	Signature	Remarks
1	Dr. Lata Agrawal, Vice Chancellor,	Chairperson		
2	Dr T. Somashekarappa, Principal RMCH	Member		
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member		
4	Dr. Sathyajith Naik, Principal, IDS	Member		
5	Dr. Madhusudan Astekar, Prof. , IDS	Member		
6	Dr. Pankaj Mishra, Principal, KCOP	Member		
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member		
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member		
9	Dr. Priyanka A Mashi, Prof. & Principal, RCN	Member		
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member		
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member		
12	Dr. Hari Om Agarwal	Member		
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member		
14	Dr. Faiz Shamshi	Member		
15	Dr. Kiran Agrawal, Society/Trust Nominee	Member		
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member		
17	Mr. Satyendra, Alumni Nominee	Member		
18	Dr. Ashok Agarwal	Member		
19	Dr. Pushpendra Kanojia	Director/Coordinator		

Bareilly International University ★ Bareilly ★ Registrar

Bareilly International University, Bareilly

[IQAC Office]

Ref. BIU/REG/IQAC/06

DATE: 02-09-2021

OFFICE-CIRCULAR

(3rd Meeting of IQAC)

All IQAC members are kindly informed that the 3rd IQAC meeting is scheduled as per following details:

Date: 22/09/2021

Venue: RMCH College Conference Room

Time: 11.00 AM

Members are kindly requested to be present during the meeting. Your suggestion / opinion /approval are very important for the IQAC Committee/ Academic Quality benchmarking.

Director
(IQAC)

Copy to:

1. Hon'ble Vice Chancellor (For Info.)
2. All Committee Members (For Info. & necessary action)
3. Guard File

Encls: IQAC Member List

Bareilly International University

(Held on 22th September, 2021)

3rd IQAC Committee

List of Agenda Points

S. No.	Agenda Point
1	Ratification of all resolutions/ATR of the Minutes of Meeting of the 2nd IQAC Meeting held on 5th November, 2020.
2	Discussion of 7 Criteria of IQAC for NAAC
3	Create teams for each criterion.
4	Any other agenda point with the permission of chair.

Director/ Coordinator
(IQAC)

Bareilly International University, Bareilly

[IQAC Office]

Minutes of 3rd Meeting

Ref. BIU/REG/IQAC/07 DATE: 22-09-2021

Subject: - Minutes of 3rd IQAC meeting

Proceedings of 3rd meeting of IQAC held at 11:00 A.M. on 22th September 2021 at RMCH College Conference Room.

The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agrawal extended a hearty welcome to all the members of the Internal Quality Assurance Cell.

AGENDA NOTES OF THE THIRD INTERNAL QUALITY ASSURANCE CELL

Agenda Item No. 1:	**Ratification of all resolutions/ATR of the Minutes of Meeting of the 2nd IQAC Meeting held on 25th March, 2021.**
Resolution:	All resolutions of 2nd IQAC Meeting held on 25th March, 2021 ratified and Confirmed by all members and approved by the chairperson. **(Annexure -1 ATR of 2nd IQAC Meeting)**
Agenda Item No. 2:	**Discussion of 7 Criteria of IQAC for NAAC.**
Resolution:	The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agarwal again discussion seven Criteria with all the presented members for the smooth functioning of operations of all the departments. Because IQAC team observe that LTP will be affected for assigning additional duties. Chairperson suggests to all members that NAAC is the important part of University/College. All the members were agree to work with IQAC for NAAC.
Agenda Item No. 3:	**Create teams for each criterion.**
Resolution:	IQAC Committee decided that each criterion has team therefore create 7 teams for separate criterion. Each team will have at least 5 members, the numbers of members can be increased or decreased if required. This decision will be final after the approval of committee members.
Agenda Item No. 4:	**Any other agenda with the permission of chair** Two sub agenda discussion given as below: a) New syllabus

Resolution: Members confirmed as per academic council.

b) Internal examiner & External examiner

Resolution: Members confirmed as per academic council.

Meeting ended with a vote of thanks to the chair.

Director
(IQAC)

Bareilly International University, Bareilly

[IQAC Office]

Action Taken Report Second Meeting of IQAC

Subject: - ATR of 2nd meeting conducted on 25th March. 2021 of IQAC

S. No.	Agenda item no. of the last (1st) Meeting	Brief Title	Decision taken	Action taken / Progress made
1	**Ratification of all resolutions/ATR of the Minutes of Meeting of the 1st IQAC Meeting held on 5th August, 2020**	All resolutions/ATR of 1st IQAC Meeting held on 5th August, 2020 were reviewed & ratified and Confirmed by all members and approved by the Hon'ble chairperson.	Not applicable.	Already taken in the 2nd Academic Council Meeting held on 25th march, 2021.
2	**Discussion on maintaining the Quality of all Courses of academic year 2020-21 as during Covid pandemic.**	The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agrawal informed that as per UGC circular we will run as per academic schedule for all Programmes except first year. Due to the pandemic of covid-19 first year programme will be delayed in admission. VC further asked all members to have online lectures and conduct all curricular activities. Vice- chancellor further informed to all members to complete maximum theory online mode till further Government order for reopening and convey this message to all faculty members of the department.	All coordinators are agree with & appreciated	Noted & proceed
3	**Review & analysis of academic audit format**	IQAC Coordinator presents the audit format for review & analysis, all the members discussed the same and Dr. Kiran Agrawal suggest to all members for update as per UGC guidelines.	The IQAC confirmed this agenda. (annex.-2)	Since complied with as per IQAC decision.

		The chairperson (Dr. Lata Agrawal) appreciated to all the members for improvement.		
4	**To update academic Schedule.**	The member discussed the same and decided to prepare academic schedule for upcoming session & keep it ready.	appreciated	Noted

Bareilly International University, Bareilly

[IQAC Office]

Member List

(3rd Meeting of IQAC)

S. No.	Name of Member	Designation/Role
1	Dr. Lata Agrawal, Vice Chancellor, BIU	Chairperson
2	Dr T. Somashekarappa, Principal RMCH	Member
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member
4	Dr. Sathyajith Naik, Principal, IDS	Member
5	Dr. Madhusudan Astekar, Prof. , IDS	Member
6	Dr. Pankaj Mishra, Principal, Keshlata College of Pharmacy	Member
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member
9	Dr. Priyanka A Masih, Prof. & Principal, RCN	Member
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member
12	Dr. Hari Om Agarwal, Registrar, BIU	Member
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member
14	Dr. Faiz Shamshi, Administrative (RAMCH)	Member
15	Dr. Kiran Agrawal, Pro-Vice Chancellor BIU, Society/Trust Nominee	Member
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member
17	Mr. Satyendra, Alumni Nominee	Member
18	Dr. Ashok Agarwal, Pro-Chancellor, BIU	Member
19	Dr. Pushpendra Kanojia, Principal BIU College of Pharmacy	Director/Coordinator

Bareilly International University, Bareilly

[IQAC Office]

DATE: 22-09-2021

Attendance Sheet

(3rd Meeting of IQAC)

S. No.	Name of Member	Designation	Signature	Remarks
1	Dr. Lata Agrawal, Vice Chancellor,	Chairperson		
2	Dr T. Somashekarappa, Principal RMCH	Member		
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member		
4	Dr. Sathyajith Naik, Principal, IDS	Member		
5	Dr. Madhusudan Astekar, Prof. , IDS	Member		
6	Dr. Pankaj Mishra, Principal, KCOP	Member		
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member		
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member		
9	Dr. Priyanka A Mashi, Prof. & Principal, RCN	Member		
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member		
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member		
12	Dr. Hari Om Agarwal	Member		
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member		
14	Dr. Faiz Shamshi	Member		
15	Dr. Kiran Agrawal, Society/Trust Nominee	Member		
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member		
17	Mr. Satyendra, Alumni Nominee	Member		
18	Dr. Ashok Agarwal	Member		
19	**Dr. Pushpendra Kanojia**	**Director/Coordinator**		

Bareilly International University, Bareilly

[IQAC Office]

Ref. BIU/REG/IQAC/04

DATE: 05-03-2021

OFFICE-CIRCULAR

(2nd Meeting of IQAC)

All IQAC members are kindly informed that the second IQAC meeting is scheduled as per following details:

Date: 25/03/2021

Venue: RMCH College Conference Room

Time: 11.00 AM

Members are kindly requested to be present during the meeting. Your suggestion / opinion /approval are very important for the IQAC Committee/ Academic Quality benchmarking.

Director
(IQAC)

Copy to:

1. Hon'ble Vice Chancellor (For Info.)
2. All Committee Members (For Info. & necessary action)
3. Guard File

Encls: IQAC Member List

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Bareilly International University

(Held on 25th March, 2021)

2nd IQAC Committee

List of Agenda Points

S. No.	Agenda Point
1	Ratification of all resolutions/ATR of the Minutes of Meeting of the 1st IQAC Meeting held on 5th August, 2020.
2	Discussion on maintaining the quality of all courses of academic year 2020-21 as during Covid Pandemic.
3	Review & analysis of academic-audit format.
4	To update academic Schedule.
5	Any other agenda point with the permission of chair.

Director/ Coordinator
(IQAC)

Bareilly International University, Bareilly

[IQAC Office]

Minutes of 2nd Meeting

Ref. BIU/REG/IQAC/05

DATE: 25-03-2021

Subject: - Minutes of 2nd IQAC meeting

Proceedings of 2nd meeting of IQAC held at 11:00 A.M. on 25th March 2021, at RMCH College Conference Room.

The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agrawal extended a hearty welcome to all the members of the Internal Quality Assurance committee.

AGENDA NOTES OF THE SECOND INTERNAL QUALITY ASSURANCE CELL

Agenda Item No. 1: **Ratification of all resolutions/ATR of the Minutes of Meeting of the 1st IQAC Meeting held on 5th August, 2020.**

Resolution: All resolutions/ATR of 1st IQAC Meeting held on 5th August, 2020 were reviewed & ratified and Confirmed by all members and approved by the Hon'ble chairperson.

(Annexure -1 ATR of 1st IQAC Meeting)

Agenda Item No. 2: **Discussion on maintaining the Quality of all Courses of academic year 2020-21 as during Covid pandemic.**

Resolution: The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agrawal informed that as per UGC circular we will run as per academic schedule for all Programmes except first year. Due to the pandemic of covid-19 first year programme will be delayed in admission. VC further asked all members to have online lectures and conduct all curricular activities. Vice- chancellor further informed to all members to complete maximum theory online mode till further Government order for reopening and convey this message to all faculty members of the department.

(Annexure -2 Academic Calendar)

Agenda Item No. 3 : **Review & analysis of academic-audit format.**

Resolution: IQAC Coordinator presents the audit format for review & analysis, all the members discussed the same and Dr. Kiran Agrawal suggest to all members for update as per UGC guidelines. The chairperson (Dr. Lata Agrawal) appreciated to all the members for improvement.

(Annexure-3 Revised Audit format)

Bareilly International University, Bareilly

Agenda Item No. 4: **To update academic Schedule.**

Resolution: The member discussed the same and decided to prepare academic schedule for upcoming session & keep it ready.

Meeting ended with a vote of thanks to the chair.

Director
(IQAC)

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Bareilly International University, Bareilly

[IQAC Office]

Action Taken Report First Meeting of IQAC

Subject: - ATR of 1st meeting conducted on 5th August 2020 of IQAC

S. No.	Agenda item no. of the last (1st) Meeting	Brief Title	Decision taken	Action taken / Progress made
1	**Brief introduce about constitution of NAAC - IQAC and its functions and Introduction of Members.**	All the members of IQAC introduced themselves and expressed their happiness over their nomination as members of IQAC. The members discussed the IQAC functions and process. All the members were agree to improve the quality benchmark of each level academic & administrative.	To follow the quality benchmarks of each level **(Annex.-1)**	Introduction session completed
2	**To discuss about maintenance of quality as per NAAC all seven parameters .**	All the seven key concepts were discussed in detail and it was resolved that all the departments shall prepare to meet the standards in tune with the sub-concepts explained under each main key-concept. Each member of the IQAC was assigned a key-concept and has to work on it and submit the progress report periodically.	The IQAC confirmed this agenda.	Since complied with as per IQAC decision.
3	**Any other agenda with the permission of chair**	The following items were discussed under any other matter with the	---	-----
3.a)	It is resolved that a separate IQAC cell may be established in a suitable place with all facilities such as furniture, computer with internet facility.		Appreciated and confirmed.	Room allotted to Main administrative Building with all facilities
3.b)	It is resolved to conduct academic audit as per the procedure developed by the university at the end of each semester/year/Academic yearly		This Endeavour of IQAC was appreciated by the members and the agenda was approved.	Since complied with as per IQAC decision. (Audit Format enclosed as Annex.-2)

Bareilly International University, Bareilly

[IQAC Office]

Member List

(2nd Meeting of IQAC)

S. No.	Name of Member	Designation/Role
1	Dr. Lata Agrawal, Vice Chancellor, BIU	Chairperson
2	Dr T. Somashekarappa, Principal RMCH	Member
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member
4	Dr. Sathyajith Naik, Principal, IDS	Member
5	Dr. Madhusudan Astekar, Prof. , IDS	Member
6	Dr. Pankaj Mishra, Principal, Keshlata College of Pharmacy	Member
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member
9	Dr. Priyanka A Masih, Prof. & Principal, RCN	Member
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member
12	Dr. Hari Om Agarwal, Registrar, BIU	Member
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member
14	Dr. Faiz Shamshi, Administrative (RAMCH)	Member
15	Dr. Kiran Agrawal, Pro-Vice Chancellor BIU, Society/Trust Nominee	Member
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member
17	Mr. Satyendra, Alumni Nominee	Member
18	Dr. Ashok Agarwal, Pro-Chancellor, BIU	Member
19	Dr. Pushpendra Kanojia, Principal BIU College of Pharmacy	Director/Coordinator

Bareilly International University, Bareilly

[IQAC Office]

DATE: 25-03-2021

Attendance Sheet

(2nd Meeting of IQAC)

S. No.	Name of Member	Designation	Signature	Remarks
1	Dr. Lata Agrawal, Vice Chancellor,	Chairperson		
2	Dr T. Somashekarappa, Principal RMCH	Member		
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member		
4	Dr. Sathyajith Naik, Principal, IDS	Member		
5	Dr. Madhusudan Astekar, Prof. , IDS	Member		
6	Dr. Pankaj Mishra, Principal, KCOP	Member		
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member		
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member		
9	Dr. Priyanka A Mashi, Prof. & Principal, RCN	Member		
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member		
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member		
12	Dr. Hari Om Agarwal	Member		
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member		
14	Dr. Faiz Shamshi	Member		
15	Dr. Kiran Agrawal, Society/Trust Nominee	Member		
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member		
17	Mr. Satyendra, Alumni Nominee	Member		
18	Dr. Ashok Agarwal	Member		
19	**Dr. Pushpendra Kanojia**	**Director/Coordinator**		

Bareilly International University, Bareilly

[IQAC Office]

Ref. BIU/REG/IQAC/02

DATE: 20-07-2020

OFFICE-CIRCULAR

(1st Meeting of IQAC)

All IQAC members are kindly informed that the first IQAC meeting is scheduled as per following details:

Date: 05/08/2020

Venue: RMCH College Conference Room

Time: 11.00 AM

Members are kindly requested to be present during the meeting. Your suggestion /opinion/ approvals are very important for the IQAC Committee/ Academic Quality benchmarking.

Director
(IQAC)

Copy to:

1. Hon'ble Vice Chancellor (For Info.)
2. All Committee Members (For Info. & necessary action)
3. Guard File

Encls: IQAC Member List

Bareilly International University, Bareilly

[IQAC Office]

Minutes of 1st Meeting

Ref. BIU/REG/IQAC/03 DATE: 05-08-2020

Subject: - Minutes of 1st IQAC meeting

Proceedings of 1st meeting of IQAC held at 11:00 A.M. on the 5th August 2020, at RMCH College Conference Room.

The Hon'ble Vice-Chancellor, Prof. Dr. Lata Agrawal extended a hearty welcome to all the members of the Internal Quality Assurance Committee.

AGENDA NOTES OF THE FIRST INTERNAL QUALITY ASSURANCE Committee

Agenda Item No. 1: **Brief introduction about constitution of IQAC/Committee and its functions and Introduction of Members.**

Resolution: All the members of IQAC introduced themselves and expressed their happiness over their nomination as members of IQAC. The members discussed the IQAC functions and process. All the members were agree to improve the quality benchmark of each level academic & administrative. **(Annexure -1 Functions & Process of IQAC & Constitution of IQAC)**

Agenda Item No. 2 : **To discuss about maintenance of quality as per NAAC all seven parameters.**

Resolution: All the seven key concepts were discussed in detail and it was resolved that all the departments shall prepare to meet the standards in tune with the sub-concepts explained under each main key-concept. Each member of the IQAC was assigned a key-concept and has to work on it and submit the progress report periodically.

S. No.	Name of Member	Designation	Criteria of Work
1	Dr. Priyanka A Masih	Member	Curricular Aspects
2	Dr. Sathyajith Naik.	Member	Teaching –Learning & Evaluation
3	Dr. Madhusudan Astekar	Member	Research, Innovations & Extension
4	Dr. Abhinav Srivastava	Member	Infrastructure & Learning Recourses
5	Dr. Pankaj Mishra	Member	Student Support and Progression
6	Dr. Abnish Chauhan	Member	Governance, Leadership & Management
7	Mrs. Manika Bishnoi	Member	Institutional Values & Best Practices

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Bareilly International University

(Held on 5th August, 2020)

1st IQAC Committee

List of Agenda Points

S. No.	Agenda Point
1	Brief introduction about constitution of IQAC Committee and its functions and introduction of Members.
2	To discuss about maintenance of quality as per NAAC all seven parameters.
3	Any other agenda points with permission of the chair.
4	Any other agenda point with the permission of chair.

Director/ Coordinator
(IQAC)

Bareilly International University, Bareilly

Agenda Item No. 3 : **Any other agenda with the permission of chair**

Resolution:

The following items were discussed with the permission of the chair.

a) It is resolved that a separate IQAC cell may be established in a suitable place with all facilities such as furniture, computer with internet facility.

b) It is resolved to conduct academic audit as per the procedure developed by the university at the end of each semester/year/Academic yearly. **(Annexure -2 Academic Audit Format)**

Meeting ended with a vote of thanks to the chair.

Director
(IQAC)

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Bareilly International University, Bareilly

[IQAC Office]

Member List

(1th Meeting of IQAC)

S. No.	Name of Member	Designation/Role
1	Dr. Lata Agrawal, Vice Chancellor, BIU	Chairperson
2	Dr T. Somashekarappa, Principal, RMCH	Member
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member
4	Dr. Sathyajith Naik, IDS	Member
5	Dr. Madhusudan Astekar, Prof. , IDS	Member
6	Dr. Pankaj Mishra, Principal, Keshlata College of Pharmacy	Member
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member
9	Dr. Priyanka A Masih, Prof. & Principal, RCN	Member
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member
12	Dr. Hari Om Agarwal, Registrar, BIU	Member
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member
14	Dr. Faiz Shamshi, Administrative (RAMCH)	Member
15	Dr. Kiran Agrawal, Pro-Vice Chancellor BIU, Society/Trust Nominee	Member
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member
17	Mr. Satyendra, Alumni Nominee	Member
18	Dr. Ashok Agarwal, Pro-Chancellor, BIU	Member
19	Dr. Pushpendra Kanojia, Principal BIU College of Pharmacy	Director/Coordinator

Bareilly International University, Bareilly

[IQAC Office]

DATE: 05-08-2020

Attendance Sheet

(1st Meeting of IQAC)

S. No.	Name of Member	Designation	Signature	Remarks
1	Dr. Lata Agrawal, Vice Chancellor,	Chairperson		
2	Dr T. Somashekarappa, Principal RMCH	Member		
3	Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member		
4	Dr. Sathyajith Naik, IDS	Member		
5	Dr. Madhusudan Astekar, Prof. , IDS	Member		
6	Dr. Pankaj Mishra, Principal, KCOP	Member		
7	Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member		
8	Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member		
9	Dr. Priyanka A Mashi, Prof. & Principal, RCN	Member		
10	Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member		
11	Dr. H.K. Premi, CoE, Member, Management Committee	Member		
12	Dr. Hari Om Agarwal	Member		
13	Dr. Bhushan Kumar, Medical Sup. RMCH	Member		
14	Dr. Faiz Shamshi	Member		
15	Dr. Kiran Agrawal, Society/Trust Nominee	Member		
16	Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member		
17	Mr. Satyendra, Alumni Nominee	Member		
18	Dr. Ashok Agarwal	Member		
19	**Dr. Pushpendra Kanojia**	**Director/Coordinator**		

BAREILLY INTERNATIONAL UNIVERSITY

(Established Under Govt. of U.P. act 26 of 2016)
Rohilkhand Medical College Campus, Pilibhit Bypass Road, Bareilly-243006 (U.P.) INDIA
Phone : 0581-2526011-12, Fax : 0581-2303345
Email : info@rmcbareilly.com, info@biu.edu.in Website : www.biu.edu.in

Ref. BIU/REG/IQAC/01

DATE: 30-06-2020

OFFICE-ORDER

As per the guidelines of the UGC for establishment and monitoring of Internal Quality Assurance cell (IQAC) Activities in the University, the Internal Quality Assurance Cell /Committee for Bareilly International University is constituted as under.

	Dr. Lata Agrawal	**Chairperson**
Senior Administrative Officers:		
1.	Dr. Hari Om Agarwal	Member
2.	Dr. Bhushan Kumar	Member
3.	Dr. Faiz Shamshi	Member
Teachers:		
1.	Dr. T. Somashekarappa	Member
2.	Dr. Abhinav Srivastava	Member
3.	Dr. Sathyajith Naik	Member
4.	Dr. Madhusudan Astekar	Member
5.	Dr. Pankaj Mishra	Member
6.	Ms. Deeksha Sahai	Member
7.	Mrs. Manika Bishnoi	Member
8.	Dr. Priyanka A Masih	Member
9.	Dr. Abnish Chauhan	Member
Management Representative (Committee):		
1.	Dr. H.K. Premi	
Trust Nominee:		
1.	Dr. Kiran Agrawal	Member
Stakeholders:		
1.	Dr. Ashok Agarwal	Member
Alumni/Student Representative:		
1.	Mr. Amit Gangwar	Member
2.	Mr. Satyendra	Member
Dr. Pushpendra Kanojia		**Director / Coordinator**

Registrar

Copy to:

1. All Concerned.
2. Hon'ble Vice Chancellor (For info.)
3. Office Copy/Guard File

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CONSTITUTION OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC/ COMMITTEE

In consonance with the UGC norms and as per the university act, 2016 (UP Act, 26 of 2016) sec-27, an Internal Quality Assurance (IQAC) Cell/committee is constituted as under:

S. No	Name	Member	Role of IQAC
1.	Chairperson: Head of the Institution	Dr. Lata Agrawal, Vice Chancellor,	Chairperson
2.	Three to Eight Teachers (Represent all levels)	Dr. T. Somashekarappa, Principal RMCH	Member
3.		Dr. Abhinav Srivastava, Prof. & Head, E.N.T. (RMCH)	Member
4.		Dr. Sathyajith Naik, Principal, IDS	Member
5.		Dr. Madhusudan Astekar, Prof. , IDS	Member
6.		Dr. Pankaj Mishra, Principal, KCOP	Member
7.		Ms. Deeksha Sahai, Asstt. Prof., BIU College of Pharmacy	Member
8.		Mrs. Manika Bishnoi, Asstt. Prof., RCPS	Member
9.		Dr. Priyanka A Mashi, Prof. & Principal, RCN	Member
10.		Dr. Abnish Chauhan, Principal, BIUM/BIUCHJ	Member
11.	One Member from Management Committee	Dr. H.K. Premi, CoE, Member, Management Committee	Member
12.	A few Senior Administrative Office	Dr. Hari Om Agarwal	Member
13.		Dr. Bhushan Kumar, Medical Sup. RMCH	Member
14.		Dr. Faiz Shamshi	Member
15.	One Nominee each from the Local society / Trust, Students and Alumni	Dr. Kiran Agrawal, Society/Trust Nominee	Member
16.		Mr. Amit Gangawar, Student Nominee, (Ph. D. Scholar)	Member
17.		Mr. Satyendra, Alumni Nominee	Member
18.	One Nominee each from the Employer/ industrialist / Stake holder	Dr. Ashok Agarwal	Member
19.	Director/Coordinator of the IQAC	**Dr. Pushpendra Kanojia**	**Director/Coordinator**

Registrar

Bareilly International University ★ Registrar ★ Bareilly

BIU COLLEGE OF HUMANITIES & JOURNALISM

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Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly- (U. P.) – 243006 INDIA
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Department Quality Assurance Cell

(2024-25)

For smooth and effective functioning of the IQAC, a step towards decentralization was taken up and Department Quality Assurance Cell (DQAC) is constituted for the purpose. The DQAC is a statutory body entrusted with the task of enhancing quality in all departmental activities. It consists of the Chairman, Faculty Members, and a few representatives from Parents, Alumni or Students. They would meet once in a semester or as and when required to look after the quality parameters of the Department. It is involved in framing and executing policy initiatives and planning future programmes consistent with the vision of the NAAC.

Composition of the Cell

S. No.	Name	Designation	Role
1.	Dr Abnish Singh	Prof. & Head, Department of English and Principal, BIUCHJ	Chairman
2.	Mr Ankit Yadav	Lecturer, Department of Mass Communication	Member
3.	Ms Shivani Saxena	Asstt. Prof., Department of Management, BIUCM	Member
4.	Ms. Barshani Gupta	Student, BA (Mass Comm.)	Member
5.	Ms. Yusra Zaidi	Student, BA (Mass Comm.)	Member

As per the guidelines of NAAC –

Objectives:

- To coordinate with IQAC of the University for the submission of required data and information.
- To improve the quality in all the aspects of the department.
- To meet to discuss the activities of the future and review the activities of the past.
- To chalk out yearly plans at the beginning of the academic year and to assure the implementation of activities planned.
- To conduct discussions/ collegiums on various topics on Quality parameters within the department.
- To create awareness on Quality parameters of NAAC to all the other colleagues of the department.
- To assist the colleagues of the department in filling of the API formats and preparing for

the Academic and Administrative Audit.

Strategies

DQAC shall evolve mechanisms and procedures for:

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the DQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students and other stakeholders on quality-related processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

Benefits

DQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus on quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and

institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organized methodology of documentation and internal communication.

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Department Quality Assurance Cell

(2023-24)

For smooth and effective functioning of the IQAC, a step towards decentralization was taken up and Department Quality Assurance Cell (DQAC) is constituted for the purpose. The DQAC is a statutory body entrusted with the task of enhancing quality in all departmental activities. It consists of the Chairman, Faculty Members, and a few representatives from Parents, Alumni or Students. They would meet once in a semester or as and when required to look after the quality parameters of the Department. It is involved in framing and executing policy initiatives and planning future programmes consistent with the vision of the NAAC.

Composition of the Cell

S. No.	Name	Designation	Role
1.	Dr Abnish Singh	Prof. & Head, Department of English and Principal, BIUCHJ	Chairman
2.	Mr Ankit Yadav	Lecturer, Department of Mass Communication	Member
3.	Ms Shivani Saxena	Asstt. Prof., Department of Management, BIUCM	Member
4.	Ms. Barshani Gupta	Student, BA (Mass Comm.)	Member
5.	Ms. Yusra Zaidi	Student, BA (Mass Comm.)	Member

As per the guidelines of NAAC –

Objectives:

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Strategies

DQAC shall evolve mechanisms and procedures for:

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the DQAC are:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities;

b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students and other stakeholders on quality-related processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

Benefits

DQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus on quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and

institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organized methodology of documentation and internal communication.

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Department Quality Assurance Cell

(2022-23)

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3.	Ms Shivani Saxena	Asstt. Prof., Department of Management, BIUCM	Member
4.	Ms. Barshani Gupta	Student, BA (Mass Comm.)	Member
5.	Ms. Yusra Zaidi	Student, BA (Mass Comm.)	Member

As per the guidelines of NAAC –

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c) Equitable access to and affordability of academic programmes for various sections of society;

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e) The credibility of evaluation procedures;

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Some of the functions expected of the DQAC are:

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b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

c) Arrangement for feedback response from students and other stakeholders on quality-related processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

Benefits

DQAC will facilitate / contribute

a) Ensure heightened level of clarity and focus on quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and

institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organized methodology of documentation and internal communication.

Yusra

Bashani

(Dr Ashish Singh)

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E-mail: principal.hj@biu.edu.in Web: www.biu.edu.in

Date: 15/06/2024

DQAC Committee: Minutes of Meeting for Academic Year 2024-25

Attendees:
Dr Abnish Singh
Dr Suneel Kumar Singh
Mr Atul Babu
Ms Sweta Singh
Ms Monika

Agenda of Meeting: Review of incidence of DQAC Committee

DQAC Committee meeting was conducted on 15/6/24 for the academic year 2024-25

Following points were discussed in the Meeting:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities;
b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
c) Arrangement for feedback response from students and other stakeholders on quality-related processes;
d) Dissemination of information on various quality parameters of higher education;
e) Organization of workshops, seminars on quality related themes and promotion of quality circles;
f) Documentation of the various programme/activities leading to quality improvement;
g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
h) Development and maintenance of database through MIS for the purpose of maintaining /enhancing the institutional quality;
i) Development of Quality Culture in the institution;

Proceedings: No incidence of DQAC has been reported. The committee meeting is held every six months or as and when required. The next meeting of the committee will be held on 15/06/24

Members:

S. No.	Faculty Member	Designation	Signature
1	Dr Suneel Kumar Singh	Professor	
2	Ms Shivani Saxena	Assistant Professor	Shivani
3	Ms Sweta Singh	Assistant Professor	Sweta
4	Ms Monika	Lecturer	

Special Invitees (Students):

S. No.	Student Member	Course	Signature
1	Barshani Gupta	BA(MC)	Barshani Gupta
2	Yusra Zaidi	BA(MC)	Yusra Zaidi

(Dr Abnish Singh)
Chairperson
DQAC Committee

(Dr Suneel Kumar Singh)
Member Secretary
DQAC Committee

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Phone: - 0581-2526011, 2526012 (I PAl X) Fax: 2526054, 2303345
E-mail: principal.hj@biu.edu in Web: ww .biu.edu.in

Date: 21/12/2024

DQAC Committee: Minutes of Meeting for Ac den ic Year 2024-25

Attendees:
Dr Abnish Singh
Dr Suneel Kumar Singh
Mr Atul Babu
Ms Sweta Singh
Ms Monika

Agenda of Meeting: Review of incidence of DQ AC C ommitte e

DQAC Committee meeting was conducted on 21/12/24 for ie academic year 2024-25

Following points were discussed in the Meeting

a) Development and application of quality ben hmarks/ arameters for various academic and administrative activities;
b) Facilitating the creation of a learner-cent ic e. vironme it conducive to quality education and faculty maturation to adopt the requi ed k nowledg and technology for participatory teaching and learning process;
c) Arrangement for feedback response fro n st dents a d other stakeholders on quality-related processes;
d) Dissemination of information on various ual ty paran eters of higher education;
e) Organization of workshops, seminars n c ality r ated themes and promotion of quality circles;
f) Documentation of the various programm s/ac ivities l ading to quality improvement;
g) Acting as a nodal agency of the Institu ion or coor inating quality-related activities, including adoption and dissemination of est ractices
h) Development and maintenance of databa e th rough M S for the purpose of maintaining /enhancing the institutional quality;
i) Development of Quality Culture in the ir stitu ion;

Proceedings: No incidence of DQAC has been epo ed. The committee meeting is held every six months or as and when required. The nex m eting of the committee will be held on 21/12/2024

Members:

S. No.	Faculty Member	Designation	Signature
1	Dr Suneel Kumar Singh	Professo	
2	Ms Shivani Saxena	Assi tant Pro essor	Shivani
3	Ms Sweta Singh	Assi tant Pro essor	Sweta
4	Ms Monika	Lecture	

Special Invitees (Students):

S. No.	Student Member	Course	Signature
1	Barshani Gupta	BA MC	Barshani
2	Yusra Zaidi	BA MC	Yusra Zaidi

(Dr Abnish Singh)
Chairperson
DQAC Committee

(Dr Suneel Kumar Singh)
Member Secretary
DQAC Committee

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E-mail: principal.hj@biu.edu.in W b: www biu.edu.in

Date: 23/06/2023

DQAC Committee: Minutes of Meeting for Academ : Year 2023-24

Attendees:
Dr Abnish Singh
Mr Atul Babu
Ms Shivani Saxena
Ms Reena Singh
Ms Pooja Gangwar
Ms Monika

Agenda of Meeting: Review of incidence of DQAC C nmittee

DQAC Committee meeting was conducted on 23/06/ for th academic year 2023-24

Following points were discussed in the Meeting:

a) Development and application of quality benc l narks/p ameters for various academic and administrative activities;
b) Facilitating the creation of a learner-centric en ronment conducive to quality education and faculty maturation to adopt the required kn wledge a d technology for participatory teaching and learning process;
c) Arrangement for feedback response from stuc nts and ther stakeholders on quality-related processes;
d) Dissemination of information on various quality paramet rs of higher education;
e) Organization of workshops, seminars on qu ity rela d themes and promotion of quality circles;
f) Documentation of the various programmes/acti ties lead g to quality improvement;
g) Acting as a nodal agency of the Institution fo coordin ting quality-related activities, including adoption and dissemination of best pr ctices;
h) Development and maintenance of database thro gh MIS or the purpose of maintaining /enhancing the institutional quality;
i) Development of Quality Culture in the institutic ;

Proceedings: No incidence of DQAC has been reporte The co mittee meeting is held every six months or as and when required. The next meet g of th committee will be held on 23/01/23

Members:

S. No.	Faculty Member	Desi nation	Signature
1	Ms Shivani Saxena	Assistan Profess r	
2	Ms Reena Singh	Assistan Profess r	
3	Ms Pooja Gangwar	Assistan Profess r	

4	Ms Monika		ecturer		

Special Invitees (Students):

S. No.	Student Member		Course		Signature
1	Barshani Gupta	BA(MC			
2	Yusra Zaidi	BA(MC			

(Dr Abnish Singh)
Chairperson
DQAC Committee

(Mr Atul Babu)
Member Secretary
DQAC Committee

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E-mail: principal.hj@biu.edu.in W b: www biu.edu.in

Date: 20/12/23

DQAC Committee: Minutes of Meeting for Academ c Year 2023-24

Attendees:
Dr Abnish Singh
Mr Atul Babu
Ms Shivani Saxena
Ms Reena Singh
Ms Pooja Gangwar
Ms Monika

Agenda of Meeting: Review of incidence of DQAC C mmittee

DQAC Committee meeting was conducted on 20/12/23 for th academic year 2023-24

Following points were discussed in the Meeting:

a) Development and application of quality benc marks/p ameters for various academic and administrative activities;
b) Facilitating the creation of a learner-centric en ironmen conducive to quality education and faculty maturation to adopt the required kn wledge nd technology for participatory teaching and learning process;
c) Arrangement for feedback response from stu ents and other stakeholders on quality-related processes;
d) Dissemination of information on various qualit parame rs of higher education;
e) Organization of workshops, seminars on qu lity rel ed themes and promotion of quality circles;
f) Documentation of the various programmes/acti ities lea ng to quality improvement;
g) Acting as a nodal agency of the Institution f coordi ating quality-related activities, including adoption and dissemination of best p ctices;
h) Development and maintenance of database thr ugh MIS for the purpose of maintaining /enhancing the institutional quality;
i) Development of Quality Culture in the instituti n;

Proceedings: No incidence of DQAC has been reporte l. The c nmittee meeting is held every six months or as and when required. The next mee ng of t e committee will be held on 20/12/23

Members:

S. No.	Faculty Member	Des gnation	Signature
1	Ms Shivani Saxena	Assista t Profes or	Shivani
2	Ms Reena Singh	Assista t Profes or	Reena
3	Ms Pooja Gangwar	Assista t Profes or	Pooja

4	Ms Monika		ecturer		

Special Invitees (Students):

S. No.	Faculty Member		Course		Signature
1	Barshani Gupta	BA(MC			
2	Yusra Zaidi	BA(MC			

(Dr Abnish Singh)
Chairperson
DQAC Committee

(Mr Atul Babu)
Member Secretary
DQAC Committee

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E-mail: principal.hj@biu.edu.in Web: www.biu.edu.in

Date: 25/06/22

DQAC Committee: Minutes of Meeting for Academic Year 2022-23

Attendees:
Dr Abnish Singh
Mr Atul Babu
Ms Shivani Saxena
Mr Ajay Upaddhyay

Agenda of Meeting: Review of incidence of DQAC Committee

DQAC Committee meeting was conducted on 25/6/22 for the academic year 2022-23

Following points were discussed in the Meeting:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities;
b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
c) Arrangement for feedback response from students and other stakeholders on quality-related processes;
d) Dissemination of information on various quality parameters of higher education;
e) Organization of workshops, seminars on quality related themes and promotion of quality circles;
f) Documentation of the various programmes activities leading to quality improvement;
g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
h) Development and maintenance of database through MIS for the purpose of maintaining /enhancing the institutional quality;
i) Development of Quality Culture in the institution;

Proceedings: No incidence of DQAC has been reported. The committee meeting is held every six months or as and when required. The next meeting of the committee will be held on 25/01/22

Members:

S. No.	Faculty Member	Designation	Signature
1	Ms Shivani Saxena	Assistant Professor	Shivani
2	Mr Ajay Upaddhyay	Assistant Professor	

Special Invitees (Students):

S. No.	Student Faculty Member	Course	Signature

1	Barshani Gupta	BA(HC)			Barshani
2	Yusra Zaidi	BA(HC)			Yusra Zaidi

(Dr Abnish Singh)
Chairperson
DQAC Committee

(Mr Atul Babu)
Member Secretary
DQAC Committee

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Bareilly International University

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly– 243006 (U.P.) India
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E-mail: principal.hj@biu.edu.in Web: www.biu.edu.in

Date: 21/12/2022

DQAC Committee: Minutes of Meeting for Academic Year 2022-23

Attendees:
Dr Abnish Singh
Mr Atul Babu
Ms Shivani Saxena
Mr Ajay Upaddhyay

Agenda of Meeting: Review of incidence of DQAC Committee

DQAC Committee meeting was conducted on 21/12/22 for the academic year 2022-23

Following points were discussed in the Meeting:

a) Development and application of quality benchmarks/parameters for various academic and administrative activities;
b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
c) Arrangement for feedback response from students and other stakeholders on quality-related processes;
d) Dissemination of information on various quality parameters of higher education;
e) Organization of workshops, seminars on quality related themes and promotion of quality circles;
f) Documentation of the various programmes activities leading to quality improvement;
g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
h) Development and maintenance of database through MIS for the purpose of maintaining /enhancing the institutional quality;
i) Development of Quality Culture in the institution;

Proceedings: No incidence of DQAC has been reported. The committee meeting is held every six months or as and when required. The next meeting of the committee will be held on 21/12/22

Members:

S. No.	Faculty Member	Designation	Signature
1	Ms Shivani Saxena	Assistant Professor	
2	Mr Ajay Upaddhyay	Assistant Professor	

Special Invitees (Students):

S. No.	Student Faculty Member	Course	Signature

1	Barshani Gupta	BA(MC)	Barshani
2	Yusra Zaidi	BA(MC)	Yusra Zaidi

(Dr Abnish Singh)
Chairperson
DQAC Committee

(Mr Atul Babu)
Member Secretary
DQAC Committee

CRITERION 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5.3 Impact analysis of the various initiatives carried out and used for quality improvement





BIU COLLEGE OF HUMANITIES & JOURNALISM

(Bareilly International University)

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Impact Analysis of Quality Improvement Initiatives in Humanities and Journalism

In the last five years, several quality improvement initiatives have been carried out in the Humanities and Journalism departments with the objective of enhancing academic standards, improving teaching methods, and fostering a more student-centered learning environment. These initiatives have led to noticeable advancements in both academic performance and student engagement.

Audit Parameters, Audit Schedule, and Formats

The audit parameters for evaluating quality improvement measures are designed to assess key areas such as curriculum delivery, faculty development, student performance, infrastructure, and research. The audit schedule is set annually and includes both internal audits by faculty members and external audits involving independent experts. The formats used for audits include structured questionnaires, performance metrics, feedback surveys, and assessment reports, which capture both qualitative and quantitative data on the initiatives' outcomes.

Audit Observations and Remedial Measures

Audit observations over the years have highlighted a few areas requiring attention. In particular, some of the initial challenges involved outdated teaching methodologies and the lack of adequate research opportunities for faculty members. However, remedial measures were promptly implemented, such as the introduction of interactive teaching tools (e.g., multimedia, online resources), regular workshops on contemporary journalism practices, and partnerships with media houses for internship programs. Additionally, faculty were encouraged to attend national and international seminars, and the department began offering more research-based electives. These efforts have significantly improved both the quality of teaching and research output in the department.

Incremental Improvements Over the Last Five Years

Over the last five years, the department has made consistent incremental improvements. The introduction of project-based learning, collaborative research, and fieldwork has enhanced student skills in both Humanities and Journalism. The curriculum was periodically updated to include contemporary issues like digital journalism, media ethics, and the application of technology in Humanities research. Moreover, continuous assessment methods were adopted, replacing the traditional examination system with a more holistic evaluation process, which encourages critical thinking and real-world problem solving.

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Compliance Documents for Last Peer Team Report: Weaknesses and Recommendations

In response to the feedback from the previous peer team report, several weaknesses were identified, particularly in areas such as faculty research output and the integration of technology into teaching. These have been addressed by enhancing faculty development programs, introducing advanced online teaching tools, and fostering collaborations with industry experts. The recommendations also emphasized increasing student participation in research activities, which has been addressed by offering more research scholarships and promoting interdisciplinary collaborations between departments.

Conclusion

In summary, the quality improvement initiatives in Humanities and Journalism have led to significant strides in enhancing the learning experience for students. These measures have contributed to a more dynamic and up-to-date curriculum, fostered a culture of research and innovation, and aligned the department's practices with the ever-evolving demands of the field of Journalism. Continuous audits, timely remedial actions, and compliance with peer team recommendations have ensured that the department remains focused on achieving academic excellence and fulfilling the objectives of the NAAC accreditation process.

BIU COLLEGE OF HUMANITIES & JOURNALISM
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BAREILLY
Towards Professional Excellence

IMPACT ANALYSIS OF INITIATIVES FOR QUALITY IMPROVEMENT POLICY

1. Purpose

This policy establishes a systematic framework for conducting impact analysis of initiatives undertaken by the university to improve quality across academic, administrative, and operational functions. The aim is to measure effectiveness, identify areas for enhancement, and align initiatives with the university's strategic objectives.

2. Scope

This policy applies to all quality improvement initiatives across the university, including but not limited to:

- Academic programs and teaching-learning processes.
- Research and innovation activities.
- Infrastructure and resource enhancements.
- Student support and development programs.
- Administrative and operational improvements.

3. Objectives

- To evaluate the outcomes of quality improvement initiatives against defined goals and objectives.
- To measure the short-term and long-term impacts of these initiatives on stakeholders.
- To ensure continuous improvement by identifying successes, challenges, and areas needing refinement.
- To use evidence-based insights for strategic decision-making and resource allocation.

4. Principles of Impact Analysis

4.1 Data-Driven Approach:

- Rely on quantitative and qualitative data to evaluate the impact of initiatives.

4.2 Stakeholder-Centric:

- Engage students, faculty, staff, alumni, and external stakeholders in the evaluation process to gather comprehensive insights.

4.3 Alignment with Vision and Mission:

- Ensure that the outcomes of initiatives align with the university's vision, mission, and strategic objectives.

4.4 Sustainability and Scalability:

- Assess the sustainability and scalability of initiatives for long-term benefit.

5. Methodology for Impact Analysis

5.1 Planning the Analysis:

- **Define Objectives:** Clearly outline the goals of the initiative and the desired outcomes.
- **Identify Metrics:** Develop key performance indicators (KPIs) to measure success.

- **Set Timeframe:** Determine the appropriate timelines for data collection and analysis.

5.2 **Data Collection:**

- **Quantitative Data:** Use surveys, performance metrics, usage statistics, and financial data.
- **Qualitative Data:** Gather insights through focus groups, interviews, and stakeholder feedback.
- **Baseline Data:** Collect baseline data before implementing initiatives for comparison with post-implementation outcomes.

5.3 **Evaluation Process:**

- **Comparative Analysis:** Compare pre- and post-initiative data to assess progress and improvement.
- **Trend Analysis:** Evaluate trends over time to understand the consistency of outcomes.
- **Stakeholder Feedback:** Incorporate feedback from key stakeholders to validate findings and provide additional context.

5.4 **Impact Measurement Areas:**

- **Academic Impact:** Improvements in student learning outcomes, faculty performance, and program effectiveness.
- **Research Impact:** Growth in research output, collaborations, and innovation.
- **Operational Impact:** Enhanced efficiency, resource optimization, and service delivery.
- **Stakeholder Satisfaction:** Increased satisfaction levels among students, staff, and external partners.

5.5 **Reporting and Documentation:**

- Prepare detailed reports summarizing findings, highlighting successes, challenges, and lessons learned.
- Include data visualizations, such as charts and graphs, to support findings.

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6. Feedback and Continuous Improvement

6.1 **Actionable Recommendations:**

- Use findings from the impact analysis to create action plans for further quality improvement.
- Share actionable recommendations with relevant departments for implementation.

6.2 **Follow-Up Mechanism:**

- Regularly monitor the implementation of recommended actions to ensure they achieve the desired outcomes.
- Conduct follow-up analyses to evaluate the effectiveness of changes made.

6.3 **Integration into Strategic Planning:**

- Incorporate insights from impact analyses into the university's strategic planning and decision-making processes.

7. Accountability and Roles

7.1 Institutional Leadership:

- Provide oversight for impact analysis and ensure that resources are allocated effectively for quality improvement initiatives.

7.2 Internal Quality Assurance Cell (IQAC):

- Coordinate and lead the impact analysis process.
- Develop tools and templates for data collection and evaluation.
- Consolidate findings into comprehensive reports and present them to leadership.

7.3 Departments and Units:

- Implement recommendations from impact analyses and report on progress.
- Participate actively in data collection and provide necessary documentation.

8. Reporting and Communication

8.1 Transparency:

- Share findings from impact analyses with stakeholders through reports, presentations, and university publications.
- Ensure accessibility of reports to relevant internal and external bodies.

8.2 Regulatory Compliance:

- Align reporting practices with requirements from accrediting and regulatory bodies.

8.3 Recognition of Success:

- Highlight successful initiatives and their outcomes to motivate stakeholders and build a culture of quality.

9. Policy Review and Updates

This policy will be reviewed every three years or as required to incorporate changes based on institutional needs, regulatory requirements, and advancements in quality assurance practices.

10. Conclusion

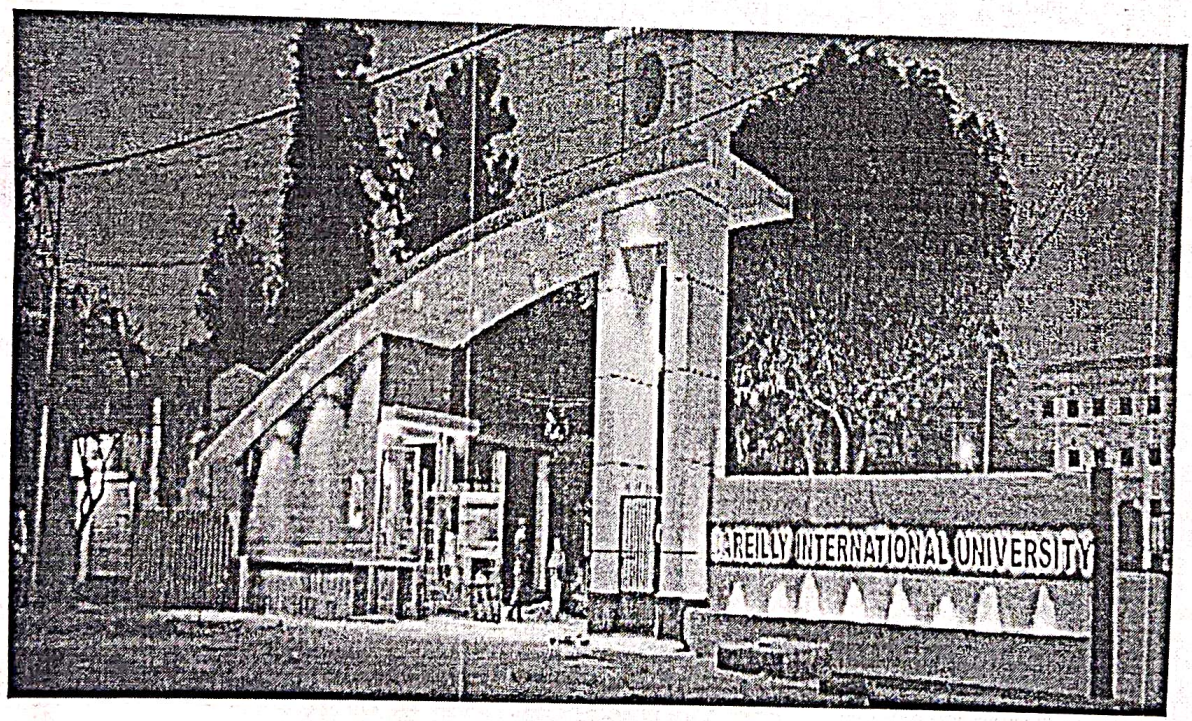
This policy ensures a systematic approach to evaluating and enhancing the effectiveness of quality improvement initiatives. Through rigorous impact analysis, the university reaffirms its commitment to excellence and continuous development across all domains.

BAREILLY INTERNATIONAL UNIVERSITY

(Established Under Govt. of U.P. Act 26 of 2016)
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ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

2022-23



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UNIVERSITY VISION

- Barcilly International University will have a transformative impact on society through continual innovation in education, research, creativity, and entrepreneurship.
- To be a leading medical institution excels in providing quality education, research environment and affordable health care services.

MISSION

- To impart quality higher education and to undertake research and extension with emphasis on application and innovation that cater to the emerging societal needs through all-round development of the students of all sections enabling them to be globally competitive and socially responsible citizens with intrinsic values.

- Our endeavor is to create academic and research environment by providing state of art infrastructure & facilities to impart knowledge and develop skill in its pupil and function as a center of cost effective comprehensive health care services where people are treated with dignity and respect.

- Ensure holistic development of its pupil to attain success in personal and professional life and handle contemporary health problem of society effectively.

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1. About the University

Bareilly International University, Bareilly is established in accordance to UGC Act 1956 by the Uttar Pradesh Govt. Act No. 26 of 2016 dated 16th Sept 2016. The University has commenced academic activities from session 2016-17 with various courses.

The University is in the process to design its own milestone in the pursuit of social commitment and excellence reflecting by establishing world class practices. It has reached the shores of developing into a seat of global learning to bring about transformation of the society through value-based education, research promotions.

BIU has belief in innovation and forward-thinking that encourage to assume a leadership in various curriculum. These advantages give us a special opportunity to advance this great institution through carefully selected but ambitious choices that renew and extend its mission.

Objective of BIU is the holistic development of each student through inter-disciplinary, multi-disciplinary and trans-disciplinary approach. University offers various innovative and unique courses that are truly transdisciplinary in nature, scope and contents and help the students to develop knowledge and skills in diverse areas of study which are innovative in the emerging areas.

The learner-centric academic system with dynamic curriculum, broad-based courses are some of the important hall-marks of this University. The BIU aims to promote academic autonomy and empowerment, design multidisciplinary courses and exploratory research across disciplines among its faculty and students.

Academic Excellence

The University has set many benchmarks in medical education, allied health science education and higher education. It is one of the top universities in Bareilly, Uttar Pardesh that provides exceptional academic excellence through a plethora of courses.

The strengths of the University are as follows

Visionary, pro-active and Supportive professional management.

The key strength of Bareilly International University, Bareilly is the determination to excel in academics and research and integration of teaching & research. Patents and published papers in Scopus and other indexed data bases make it distinctive.

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The programmes being offered by the University are approved by the concerned statutory bodies like UGC, PCI, INC, MCI (NMC), DCI, AYUSH and UPSMF.

The infrastructure of the University is as per the prescribed norms by various regulatory bodies. The university has well equipped classrooms with LCD projector, Wi-Fi and Internet facilities for the students and staff. It is one of the best landscaped campuses. The University has ramp and lift facilities for persons with disabilities in all the buildings.

The University aims in imbibing its students to be humane in all their actions in order to promote community's welfare and obligations. The students imbibe a natural tendency to attain excellence in their respective fields and expand their horizons.

The library has a rich collection of informational resources. It subscribes many National and International periodicals, databases, journals and an efficacious digital library.

The University has established sports arenas for various outdoor games, like Badminton, Football, Cricket, Volleyball, Basketball etc. The University has modern gymnasia as well as indoor games facilities.

University is located in Bareilly which is famous for its many religious sites. It is also located in the heart of city which eases the University to invite eminent resource persons for Guest lecturers; Seminars, Conferences and Workshops further proliferating international students and faculty exchange.

The sports and cultural activities are organized on regular basis. The University offers various value added courses to inculcate moral values and ethics among the students. The University has a strong strength represented through its placement in technical and professional programmes.

Faculties are highly experienced in their respective areas of specialization. They provide the perfect blend of relevance, rigour and industrial outlook to teaching strategic approaches for curriculum upgradation with inputs from all the stakeholders. University strongly believes in ingraining human values, patriotism, gender equality, professional ethics, sensitization towards environmental conservation and green and sustainable development among students and scholars.

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Bareilly International University

Rohilkhand Medical College Campus, Pilibhit Bypass Road, Bareilly-243006 (U.P.)

Name of the Vice Chancellor of the University, along with Tel. No. and e-mail ID:

Dr. Lata Agrawal, Vice Chancellor, BIU

Tel. No. : 0581-2526153 Email ID: vc@biu.edu.in

Programmes offered

S.No.	Programme Name
1.	BDS
2.	MBBS
3.	MDS in Prosthodontics and Crown & Bridge
4.	MDS in Periodontology
5.	MDS in Oral & Maxillofacial Surgery
6.	MDS in Conservative Dentistry & Endodontics
7.	MDS in Oral Medicine and Radiology
8.	MDS in Oral Pathology and Microbiology
9.	MD Anatomy
10.	MD Biochemistry
11.	MD Community Medicine
12.	MD Microbiology
13.	MD Pharmacology
14.	MD Physiology
15.	MDS in Orthodontics & Dentofacial Orthopedics
16.	MDS in Pedodontics and Preventive Dentistry
17.	B:Sc. Nursing
18.	MD Anesthesia
19.	MD Respiratory Medicine
20.	MD Dermatology Venereology and Leprosy
21.	MD General Medicine
22.	MD Pathology
23.	MD Psychiatry
24.	MS Otorhinolaryngology (ENT)
25.	MS Ophthalmology
26.	MDS in Public Health Dentistry
27.	MD Paediatrics
28.	MD Radio-Diagnosis

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29.	MS General Surgery
30.	MS Obstetrics & Gynecology
31.	MS Orthopedics
32.	M.Sc. Medical Anatomy
33.	MSc Medical Biochemistry
34.	M.Sc. Medical Microbiology
35.	M.Sc. Pharmacology
36.	M.Sc. Physiology
37.	Nurse Practitioner in Critical Care Post Graduate Residency Program
38.	Bachelor of Physiotherapy
39.	B.Sc. In Medical laboratory Technician
40.	B.Sc. in Optometry
41.	B.Sc. In Radiological Imaging Techniques
42.	Master of Hospital Administration
43.	Ph.D. .
44.	Bachelor of Pharmacy
45.	M.Sc. Nursing in Medical Surgical Nursing
46.	M.Sc. Nursing in Obstetrics & Gynecological Nursing
47.	M.Sc. Nursing in Child Health Nursing
48.	M.Sc. Nursing in Mental Health Nursing
49.	M.Sc. Nursing in Community health Nursing
50.	BBA (Finance & Taxation)
51.	BAMS
52.	B.Sc. Forensic Science
53.	Post Basic B.Sc. Nursing
54.	Master in Public Health
55.	B.Com (Honors)
56.	BA (Mass Communication)

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Academic and Administrative Audit (AAA)

The main objective of the audit is to review, assess, and evaluate the performance in domains of teaching-learning process, research, extra-curricular and administrative aspects pertaining to all the Schools of the University.

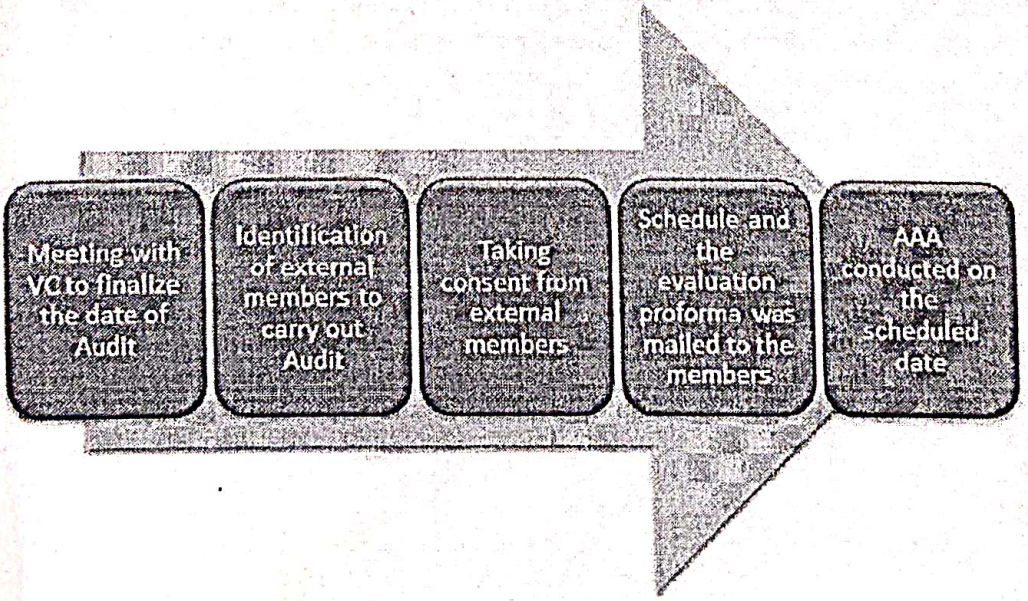
The review process is usually carried out by internal committee members and the external academicians. As a part of the audit process, the IQAC has structured proforma for the evaluation based on the Criteria specified by NAAC. The criteria-wise evaluation of the department includes:

- Course content
- Teaching- Learning Process
- Examination and Evaluation system
- Results
- Other activities
- Infrastructure
- School Administration

The list of documents and proforma for the School level evaluation is given as Appendix-A. The list of documents and facilities for verification and the proforma for the University level is given as Appendix-B.

Process Involved:

The process involved for the AAA by the external members is given below.



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As per the names suggested and after their consent, Academic and Administrative Audit Committee for the year 2022-23 consisting of the following members was constituted by the Vice Chancellor.

Name of the external members	Designation	Name of the Institution Affiliated With
Dr. Rohit Jaiswal 9935108813 Rohitjaiswal76@rediffmail.com	Professor and Head	Sardar Patel Dental College, Lucknow, UP
Dr. Bharath Sankhla 9460654279 drbhrt@gmail.com	Professor, Dean Administration	Government Dental College, Jaipur, Rajasthan

The conduction of external Academic & Administrative Audit was finalized on 22-02-2023 to 23-02-2023. The external AAA committee was assisted by the IQAC members for conducting the audit. On the first day of the audit Committee had a formal meeting with the Vice Chancellor, Directors/Head during which Vice Chancellor presented the overview of the university, developments and the achievements made. Members of the Committee were briefed about the objective of the audit and the procedure involved.

The members visited the affiliated colleges, its infrastructural facilities in the School such as classrooms, laboratories and interacted with the teaching staff and non-teaching staff to know the academic and administrative performance. All the related documents were presented to the members. After completing all stages of inspection and interactions in the school. AAA report covering the observations was prepared for the respective schools by the member.

The members visited the central facilities such as examination cell, library and auditorium and had interactions with the coordinators of the committees/cells operational in the university. Other general facilities like sewage treatment plant etc were also verified. The Committee after completing all stages of inspection and interactions prepared the university AAA report covering all the summarized observations and recommendations.

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Report of Academic & Administrative Audit committee:

Assessment based on Institutional information

Category	Description	Available
Statutory Regulatory Approval documents	UGC, MCI, PCI, DCI, AYUSH, INC, UPSMF approval	Yes/No
Governance	Governing body notification	Yes/No
	Academic council notification	Yes/No
	Finance committee notification	Yes/No
	BoS notification	Yes/No
	Proceedings of governing body meetings	Yes/No
	Proceedings of academic council meetings	Yes/No
	Proceedings of finance committee meetings	Yes/No
	Proceedings of BoS meetings	Yes/No
	Examination Cell	Yes/No
	IQAC and its proceedings	Yes/No
	Anti-ragging committee	Yes/No
	Internal Complaint Committee	Yes/No
	Grievance Redressal committee	Yes/No
	Student Council	Yes/No
	Alumni Association	Yes/No
	Office automation (LMS)	Yes/No
	Personal files	Yes/No
	Budget sanction and audit report	Yes/No
	Student scholarship details	Yes/No
	University website	Yes/No
	Biometric attendance system	Yes/No
	Notice boards	Yes/No
Other facilities	CCTV security	Yes/No
	ICT enabled class rooms/Smart classrooms, auditoriums	Yes/No

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Fire extinguishers	Yes/No
Medical facility- RMCH	Yes/No
Canteen, mess, cafeteria facility	Yes/No
Sports facility (Indoor & Outdoor)	Yes/No
Hostels(Girls & Boys both)	Yes/No
Common room	Yes/No
Staff Accommodation	Yes/No
Vehicle parking	Yes/No
Xerox facility	Yes/No
Backup electric supply	Yes/No
Bank & ATM outside	Yes/No
Transport facility	Yes/No
Rain water harvesting	Yes/No
Sewage treatment plant	Yes/No
Water distribution facility	Yes/No
Solid waste management } MOU's	Yes/No
e-waste management	Yes/No
Liquid waste water management	Yes/No
Disabled friendly measures: lifts, ramps, washrooms etc.	Yes/No
Energy conservation measures-Solar Panels, willing to grid, LED, sensor based light etc.	Yes/No
Green campus initiatives	Yes/No

Rohit

External AAA member

External AAA member

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Bareilly International University

Scores for AAA

Criteria	Key indicators(KIs)	Maximum Marks	Marks awarded
1. Curricular aspects	1.1 Curriculum design and development	50	45
	1.2 Academic flexibility	50	48
	1.3 Curriculum enrichment	30	28
	1.4 Feedback system	20	19
	Total	**150**	140
2. Teaching-learning and evaluation	2.1 Student enrolment and profile	10	9
	2.2 Catering to student diversity	20	18
	2.3 Teaching-Learning process	20	19
	2.4 Teacher profile and quality	50	48
	2.5 Evaluation process and reforms	40	38
	2.6 Student performance and learning outcomes	30	28
	2.7 Student satisfaction survey	30	29
	Total	**200**	189
3. Research, Innovation and extension	3.1 Promotion of research and facilities	20	19
	3.2 Resource mobilisation for research	20	18
	3.3 Innovation eco system	30	28
	3.4 Research publication and awards	100	98
	3.5 Consultancy	20	18
	3.6 Extension activities	40	38
	3.7 Collaborations	20	18
	Total	**250**	237
4. Infrastructure and learning resources	4.1 Physical facilities	30	30
	4.2 Library as learning resource	20	19
	4.3 ITinfrastructure	30	28

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	4.4 Maintenance of campus infrastructure	20	19
	Total	100	94
5. Student support and progression	5.1 Students Support	30	28
	5.2 Student progression	40	38
	5.3 Student participation and activities	20	18
	5.4 Alumni engagements	10	09
	Total	100	95
6. Governance, leadership and management	6.1 Institution vision and leadership	10	9
	6.2 Strategy development and deployment	10	8
	6.3 Faculty empowerment strategies	30	28
	6.4 Financial management and resource mobilisation	20	18
	6.5 Internal Quality Assurance System	30	28
	Total	100	91
7.1nstitutional values and best practices	7.1 Institutional values and social responsibilities	50	48
	7.2 Best Practices	30	28
	7.3 Institutional distinctiveness	20	19
	Total	100	95
	Total score	1000	941

External AAA Member

External AAA Member

IQAC Coordinator

Bareilly International University * Bareilly * Registrar

Vice Chancellor

Vice Chancellor
Bareilly International University
Pilibhit Bypass Road, Bareilly
Pin :- 243006 (U.P.)

Bareilly International University * Bareilly Pin-243006

Digitally signed by SUSHIL KUMAR THAKUR
DN: C=IN, O=Personal, PostalCode=302033, S=Rajasthan, SERIALNUMBER=C973379113FC8D793F2708FC9D687F06B89F4196B9325326C00EECB6FEC22CC9, CN=SUSHIL KUMAR THAKUR
Reason: your signing reason here
Location: your signing location here
Date: 2024.09.23 15:51:25+05'30'
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Bareilly International University

Rohilkhand Medical College Campus, Pilibhit Bypass Road, Bareilly-243006 (U.P.)

Academic and Administrative Audit for the Academic Year 2022-23

We the member the of Academic and Administrative Audit team have conducted the Academic and Administrative Audit for the academic year 2022-23 of Bareilly International University, Bareilly on 22-02-2023 to 23-02-2023.

The marks obtained are 941 **out of 1000**

Observations of the Auditors

Students to be encouraged for participation in more extra curricular activities.

strengths to all the constituent colleges to be highlighted like Best practices, outreach camps and distinctiveness.

Signatures of the Auditors

S. No.	Name of the External Members	Signatures
1	Dr. Rohit Jaiswal	23.02.2023
2	Dr. Bharath Sankhla	

IQAC Coordinator

Bareilly International University Registrar

Vice Chancellor

Vice Chancellor
Bareilly International University
Pilibhit Bypass Road, Bareilly
Pin :- 243006 (U.P.)

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Reason: your signing reason here
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Academic and Administrative Audit Process and schedule: 22-02-2023 to 23- 02-2023

Day 1: 22-02-2023

Time	Activity	
10.00am-10.15am	Welcome and briefing by Vice Chancellor	Welcome and briefing by Vice Chancellor regarding the objective of the audit.
10.30am- 12.30pm	Visit to the Rohilkhand Medical College and Hospital, Rohilkhand College of Nursing and BIU College of Pharmacy	Meeting and introduction with the faculty members. Visit to the facilities in the colleges: Classrooms and labs, any other facility related to advanced learning and verification of the documents. Interaction with the faculty and technical staff after the verification process. College report preparation.
12:45pm- 1.45 pm	Visit to central facilities- Library, Exam cell, Sewage treatment Plant, Solar energy panels etc.	Interaction with the respective coordinators and verification of the documents.
2 pm - 2.30 pm	Lunch	Lunch
2.30pm-5.00pm	Visit to the Institute of Dental Sciences, Faculty of Paramedical Science and Faculty of Forensic Science	Meeting and introduction with the faculty members. Visit to the facilities in the schools: Classrooms, smart classrooms, labs, Auditorium, any other facility related to advanced learning and verification of the documents. Interaction with the faculty and technical staff after the verification process. Preparation of report.

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Day 2: 23-02-2023

Time	Activity	
10.00am -10.15am	Welcome by the IQAC Coordinator	IQAC Office, Admin Block
10.30am-12.30pm	Visit to the Rohilkhand Ayurvedic Medical College and Hospital, BIU College of Management and BIU College of Humanities & Journalism	Meeting and introduction with the faculty members. Visit to the facilities in the schools: Classrooms and labs, any other facility related to advanced learning and verification of the documents. Interaction with the faculty and technical staff after the verification process. Preparation of School report.
12:45 pm -1.45pm	Visit to central facilities- Training & Placement, Main office, Hostels, Committees/Cell	Interaction with the respective Directors /coordinators and verification of central documents.
2 pm - 2.30 pm	Lunch	Lunch
Post lunch	Report preparation	University report writing
	Exit meeting	Exit meeting with all the Directors/Coordinators.

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Bareilly InternationalUniversity, Bareilly

ACADEMIC AUDIT 2023-24

Name of the Faculty/Department

Audit Team: External/Internal

1.		3.	
2.		4.	

Date of Audit:

	Faculty / Department Timings ..... to	**Observations**	**Remarks/Suggestions**

I Curricular Aspects (2023-24)

A **Curriculum Design and Development**

A.1 Name of Programmes and Board of Studies (BOS) conducted

Name of Faculty.	Name of Department	Year of establishment	Last BOS conducted with year and frequency of revision	Attach details /Annexure No.

A.2 The Programmes offered by the institution focus on employability/ entrepreneurship/ skill development and their courses, syllabi are adequately revised to incorporate contemporary requirements (Academic Session 2023-24)

Name of Programme	Name of Course	Course Code	Attach details /Annexure No

A.3	The Programmes offered by the institution focus Institution integrates cross-cutting issues relevant to Professional Ethics, Gender, Human Values, Environment			

	& Sustainability and other value framework enshrined in Sustainable Development goals and National Education Policy – 2020 into the Curriculum				
	Name of Program	Name of Course	Course code	Remark	Attach details /Annexure No.

B	**Academic Flexibility**				
B.1	New courses introduced across all programmes offered (Academic Session 2023-24)				
	Name of the Programme	Name of the Course	Course Code	Year of Introduction	Attach Annexure

C	**Curriculum Enrichment**						
C.1	Number of certificate / value-added courses / Diploma Programmes offered by the institution and online courses of MOOCs, SWAYAM / e-Pathshala/NPTEL and other recognized platforms where the students of the institution have enrolled and successfully completed (Session 2023-24)						
	Name of the course/ Programme/ Course Code (if any)	Mode of the Course- offered by the HEI or Online (Specify the platform like MOOCS, SWAYAM, etc.) or Value-Added Course	Year of offering /Year of enrolment	Contact hours of course	Number of students enrolled in the year	Number of Students completing the course in the year (certificate copy)	Attach broacher/ attendance /certificates along with office circular for course announcement
1							
2							
3							
4							
5							

C.2	Programmes that have components of field projects / research projects / internships etc. (Academic session 2023-24)					
	Name of the Programme(s) offered by the Department	Programme Code	Whether the program has components of Field project / research project/ internship (Yes/No)	If yes, name of the component (Field project / research project/ internship - Please specify)	Course code of the component	Number of students undertaking the field projects / research projects/ internships
1						
2						
3						
4						
5						

D	Feedback on curriculum collected, analyzed with Action Taken Report (Academic session 2023-24)		
i.	Students	Yes/No	(Month/Year)
ii.	Teacher	Yes/No	(Month/Year)
iii.	Alumni	Yes/No	(Month/Year)
iv.	Employer	Yes/No	(Month/Year)

II Teaching- Learning and Evaluation (2023-24)

A	Student Enrolment and Profile				
A.1	Name of Faculty	Programme offered	Year of establishment	Number of Sanctioned Strength	Number of Admitted Strength

B	Catering to Student Diversity		
B.1	Student-Full time teacher ratio (2023-24)		
B.2	Categorization of Advance and Slow learners (provide details)		
B.3	i. Mentor-Mentee session 2023-24 (Yes/No) ii. Number of Mentors iii. Details of Students with each mentor		

C	Teacher Profile and Quality						
C.1	i. Sanctioned Teaching staff per Department (Professor/Associate Professor/ Assistant Professor) and number of teachers present/appointed (2023-24) ii. Number of Contractual/Visiting Faculty per department (as applicable) iii. Details of the teaching staff as per format given below:						
	Name of Department	Name of Teacher	Qualification	Designation	Date of Joining	Teaching Experience	
C.2	No. of teachers with Ph.D./NET/M.Phil. /Without Ph.D.						
C.3	**Teaching-Learning Process**						
C.3.1	Conduct of Classes (Academic calendar 2023-24/Instructional Delivery/Lesson plan /Workload assigned etc.)						
C.3.2	Use of supplementary teaching tools and application (Online Resources & ICT tools used)						
C.3.3	Seminars/Workshops/Guest Lectures Organized by the faculty.					Attach Annexure of poster /Banner, photographs, certificates/attendance sanction taken documents etc.	
C.3.3a	Teachers undergoing Seminars/Workshops/Guest Lectures Organized by other institutions						
	Name of the Faculty	**Type of Program (Professional Development Programmes, Orientation/Induction Programmes, Refresher Course, Short Term Course)**	**Duration (in No. of days)**	**start Date and end date**	**Name of the Organising Institution**		
					Yes/No	Attach records	
C.3.4	PDP classes (details with attendance records)						
C.3.5	Remedial Classes (details with attendance records)						

C.3.6	Student Assignment					
C.3.7	Student Feedback on teaching learning					
C.3.8	Peer tutoring (with details)					
C.3.9	Peer Review (with details)					
C.3.10	Teachers Diary (2023-24) Submitted/Not Submitted					
D	**Student Performance and learning outcomes**					
D.1	Conduct of Internal Examination (2023-24) (Assignment or test with dates as per Academic calendar)					
D.2	Maintenance of Marks Register					
D.3	Outcome based Education OBE (Followed or not)					
D.4	Result of University Examinations (2023-24)					
	Analysis of University Results As per pass out Batch in each programme 2023-2024				Remarks	
	Name of the program	**Students appeared**	**Students passed**	**Pass percentage**		
1.						
2						
III Research, Innovations and Extension (2023-24)						
A	**Promotions of Research and Facilities**				Yes /No	Attach files as proof
A.1	Research Facilities available					
A.2	Number of Teachers provided with seed money for research (2023-24)					
S. No	**Name of the faculty recipient of Seed Money**	**Date of grant DD-MM-YYYY**	**Amount granted (INR in Lakhs)**	**Attach evidence letter and project completion report**		
A.3	Number of JRF/SRF among the enrolled Ph.D. Scholars					Attach evidence

B	**Resource Mobilization for Research**					
B.1	Number of Research Projects per Teacher funded by govt./ non govt. agencies/Industry etc. (details to be provided)					
C	**Innovation Ecosystem**					
C.1	Number of awards received for research/Innovation by teachers/research scholar/students (2023-24)					
Name of the teacher received the national/ international fellowship/financial support	**Name of the fellowship**	**Financial support (amount in INR)**	**Purpose of the grant**	**Stature of fellowship (national/International)**	**Awarding Agency**	**Year of Award**
C.2	Number of seminar/workshop organized on IPR/IKS (2023-24)					
C.3	Innovative activities/Innovation/Research by Department/School					
D	**Research Publications and Awards** (2023-24) (*Annexures with details)					
D.1	Number of Research Paper Published per teacher					

D.2	Number of books and/ or Chapters published per teacher		
D.3	Number of Patents published/awarded		
D.4	Number of Ph.Ds. awarded per recognized guide		
D.5	E-content developed by teacher		
E	**Consultancy**		
E.1	Revenue generated from consultancy and corporate training (2023-24)		
F	**Extension Activities**		
F.1	Number of Extension and Outreach Programme conducted by Institution through organized forums like NSS/NCC		
G	**Collaboration**		
G.1	Number of functional MoUs/linkage with institutions/industries in India and abroad for internship, on-the-job training, project work, student/faculty exchange and collaborative research (2023-24) (Activities per MOU Letter)		
IV Infrastructure & Learning Resources			
A	**Physical Facilities**		
A.1	Classrooms/Laboratories (UG/PG/Research Lab)		
A.2	Room number /Name of class room /E-Class Rooms/Lab/ Seminar Hall (with details)		
A.3	ICT Facilities Such as Smart Classes/LMS etc.		
A.4	Basic Facilities • Auditorium • Indoor/Outdoor Games Facilities • Bank/ATM • Sanitation		

	• Drinking Water Facilities • Gymnasium • Girls common room • Canteen Others please specify		
B	**Library as a Learning Resource** (2023-24)		
B.1	Departmental Library & University Library (with details of number of books, journals, e-resources etc.)		
B.2	Number of New Books/Journals etc.		
C	**IT Infrastructure**		
C.1	IT Facilities Available i. Total Number of Computers – Staff and Dean Office etc. ii. Internet facilities available with bandwidth		
C.2	Student-Computer ratio		
C.3	Facilities for e-content and other resource development (Such as Audio-visual center, Animal House, Museum, Research Lab etc.)		
V Student Support and Progression			
A	**Student Support (2023-24)**		
A.1	Number of Students benefited by scholarships – (Name of Student/Type of Scholarships)		
A.2	Career Counselling and guidance by the school/college Coaching for competitive exam (Yes/No)		
A.3	Capacity development and skills enhancement initiatives undertaken by the institution (Soft Skill, Language and communications skills, life skills etc.)		
A.4	Redressal of student grievances (give details, if any)		

B	**Student Progression (2023-24)**		
B.1	Placement Activities undertaken by the faculty		
B.2	Number of outgoing students placed		
B.3	Number of students who qualified NET/SLET/ Government Exams etc. (kindly provide the information with details)		
B.4	Number of students who have progressed to higher education		
C	**Student Participation and Activities**		
C.1	Student Council (Presence of Student Council and its Activities for Institutional Development and student welfare) Student Centric Activities (Sports/cultural/technical/clubs etc.)		
C.2	Awards Received in activities (Inter University/State/National/International events)		
D	**Alumni Engagement**		
D.1	Alumni Contribution		
D.2	Related Activities in schools/college		
VI Governance, Leadership and Management			
A	**Institutional Vision and Leadership**		
A.1	Vision and mission of Faculty / Department		
A.2	Implementation of e-governance and Institutional Polices (Yes/No)		
A.3	Future Plan		
B	**Faculty Empowerment Strategies (2023-24)**		
B.1	The institution has performance appraisal system for teaching and non-teaching staff and avenues for career development/progression (Yes/No)		
B.2	Financial support to attend conferences/workshops/ publish research papers		

B.3	FDP's/QIP/Orientation/Refresher program attended (2023-24)						
	Dates (from-to) (DD-MM-YYYY)	**Title of the conference/ workshops/ name of the professional body**	**Name of the teacher attended**	**Amount provided by the HEI**	**Purpose (Membership fee/travel and other expenses/Registration fee)**		
B.4	i. Activities/participation in various committees of the Faculty/Dept. (Minutes of meeting to be attached) ii. Parents/ Teachers meeting- whether information is being given to parents or not						
B.5	Timely submission of information to IQAC (whether the school/college has criteria in charge assigned for the same)						
VII Institutional Values Best practices and Social Responsibilities							
A.1	Facilities for alternate source of energy (Solar energy/Biogas plant/ Use of LED bulbs etc.						
A.2	Waste Management /Waste Recycling system (Solid/ Liquid/Biomedical/E-waste/Hazardous chemicals etc.)						
A.3	Water conservation facilities and green campus initiatives						
A.4	Institution has prescribed code of conduct for students, teachers, administrators and other staff						
A.5	Best practices of School (mention any two with supporting documents)						

Name & Signature of the Academic Auditors:

1. ( )

2. ( )

3. ( )

4. ( )

5. ( )