

## **Minutes of the 13th Meeting of the Board of Management held on May 28<sup>th</sup>, 2018**

The 13<sup>th</sup> Meeting of the Board of Management was held on Monday May 28<sup>th</sup>, 2018 at 10:00 AM in the Board Room of the University. Dr. SD Gupta, the Chairperson of the University chaired the meeting. The following members of the board were present in the meeting:

1. Dr. PR Sodani – Acting President
2. Sh. Sudarshan Jain – Member
3. Dr. Monika Chaudhary – Faculty, Nominee
4. Dr. Ashok Kaushik – Special invitee
5. Dr. Goutam Sadhu – Special invitee
6. Dr. Sandeep Narula – Special invitee
7. Dr. Seema Mehta – Special invitee
8. Sh. Jeetender Singh – COE, Special invitee
9. Sh. Prasoon Jain – CF & AO, Special invitee
10. Dr. Gautam Mukherjee – Registrar, Member Secretary

At the outset, Dr. SD Gupta, Chairperson extended warm welcome to all the members present. The Chairperson granted leave of absence to Dr. Ashok Agarwal, Mr. Anand Agarwal, Dr. Rishikesh Krishnan, Sh. Narayan Ramaswamy, Sh. Hemant Kaul, Dr. Arindam Das, Dr. Richa Singh Deb Gupta, Dr. Vikas Agarwal and Sh. Ashutosh T Pednekar. The quorum of Board is 5 and the same has been reached after including the Chairman. However, Chairman desired that some new members may be added to the present BOM.

### **1. Confirmation of the minutes of the 12<sup>th</sup> meeting of the Board of Management:**

The Registrar informed the BOM that the minutes of the 12<sup>th</sup> meeting of the BOM of the IIHMR University held on November 4<sup>th</sup>, 2017 was circulated to all the members of the Board. No comments/observations from any member has been received so far. The Board unanimously approved the minutes of the 12<sup>th</sup> meeting.

### **2. Review of Action-Taken-Report:**

- 2.1.** The Board was informed that in compliance of directions, a Committee was constituted to prepare a project report for starting a Distance Education Department in the University under the Chairmanship of Dr. Seema Mehta. The core team after several discussions made a presentation before the Academic

Council on Feb. 3<sup>rd</sup>, 2018. It was observed that we could start a hybrid-blended course with 40 credits in 10 modules out of which 8 modules could be imparted through offline and 2 modules through online. It was decided to start a post-graduation diploma in Hospital Management for a duration of 1 year with 2 semesters. To start the program 6 months prior permission from DEC is required and the earliest we could start could be Jan. 19<sup>th</sup> if we apply by July 18<sup>th</sup>. Prior to applying there is a need to prepare a project report and self-learning material. We need to offer 20% of the total course through online instructions and the remaining portion could be covered through published and printed books and contact program. The online component will include mix of recorded online sessions with Ppt and e-learning sessions, wherein, students would log-in from their location. Virtual classroom facility, video lectures and chat facility need to be developed. The fee structure in other universities running online courses is Rs. 40,000 for the whole course while the investment cost is very high. We must hire 1 Professor, 1 Associate Professor and 2 Assistant Professors who would work whole time in the distance education. The writing of modules and recording of online courses need considerable time and investment. The convener observed that break-even would be reached only after 5 years. Dr. Seema Mehta, Special Invitee and Convener-Distance Education Department made a brief presentation before the Board. After the presentation, the Board approved the proposal to start a 1-year post-graduate diploma program through distance education and resolved that permission may be obtained from DEC and recruitment, writing of modules, recording of online courses may be initiated as per the proposed schedule.

The Board was also informed that we have also started an online course on MOOC's platform on World Healthcare Day. Our Chairperson, Dr. SD Gupta has started a free online course on quality assurance in Healthcare in which 269 students have registered. The Board resolved that a basket of similar courses may be uploaded by Dr. Goutam Sadhu, Dr. Monika Chaudhary, Sh. Rahul Sharma, and Sh. Rahul Ghai and desired that this may be done in a fixed time frame before the next BOM in phased manner.

- 2.2.** Dr. Ranjan Prusty had worked in collaboration with Women & Child-Welfare Department, Government of Rajasthan on actionable dietary advise to pregnant and lactating women. The Board had recommended that the concerned faculty should develop a publishable manuscript and research paper. However, the matter is still pending with the donor agency. The Board desired that the matter may be pursued and a research paper may be got published expeditiously.

## **2.3 Progress under 3 schools of IIHMRU:**

### **2.3.1 Admissions:**

<b>School</b>	<b>Applications received</b>	<b>Applications pending</b>	<b>Admission offered</b>	<b>Fee deposited</b>
Health & Hospital	290	66	141	80
Pharma	60	21	30	14
Rural	10	2	3	2

The 3 schools deans were invited in the Board Meeting as special invitee to enable the Board to understand their plans for admission in their respective schools. Dean- Health & Hospital informed that the total in-take strength of 180 will be filled-up in the last round of admissions in June end. Dean Pharma informed the Board that faculty members will be visiting Guwahati and Hyderabad and try to fill-up at least 40-50 seats from a total in-take of 60. The Board had earlier also expressed its concern that the total intake in pharma and rural school are not filled and it is the duty of the respective Dean to ensure that all seats should be filled-up. The progress of rural school is particularly very poor. Dean SDS was directed to make special efforts to fill-up all seats along with his faculty associates in the school, they may visit under-graduate colleges to attract potential admissions and take initiative to fill all seats. The demand for Rural Management degree is immense, IRMA and IIRM, Jaipur are filling-up 120 seats each, while their fees is more than IIHMR so there is no reason why we have not received applications and why filling of 30 intake strength should be difficult.

### **2.3.2 Placement:**

This year 54 companies visited our campus for placement. In Health & Hospital stream only 7 students have not received job offers and 2 students in Pharma Management are also not placed. The Board was informed that there is 25% increase in salary in Health & Hospital, 8% in Pharma Management and 5% in Rural Management. The Board was informed that due to poor communication skills, students are not able to get job offers and remedial English communication classes may improve their chances of success.

The Board resolved that the Marketing and Placement Cell should make efforts to ensure that all our students may get placed within the next month.

#### **2.4 Progress in research projects:**

The Board was apprised of the project proposals submitted in the last academic session and awarded. The Board expressed its concern about the slow progress of proposals awarded. In the Health Management out of 55 proposals submitted, only 4 were awarded. In SDS out of 17 only 2 were awarded. In pharma out of 6 not a single proposal got the award. The Board again re-iterated that efforts for writing quality proposals and success rate of approved proposals needs to be improved.

The Board also expressed its concern that even after the completion of the project, the recovery of pending dues is not settled. The Chairperson explained that successful project completion is the job of the PI. However, he cannot be expected to ensure the recovery mechanism. The Board authorized the CF&AO to engage a personnel who has good communication skills, willing to travel and have liaison with the donor agencies to ensure expeditious settlement of dues after the project completion.

#### **2.5 Recommendation of Fee-fixation Committee:**

The Board was apprised of the recommendation of Fee-fixation Committee. The Board felt that 10% increase in Pharma & Rural Schools was less than the fee structure in other universities which are conducting same courses. Narsee Monjee, which is a premier institute for Pharma Management charges 10.5 lakhs while our fees is 7 lakhs. Similarly, IIRMA and IIRM, Jaipur are charging Rs. 6.5 lakhs for Rural Management while ours is 4.5 lakhs. The Board recommended that the fee structure of IIHMRU may be again revised and brought at par with other universities irrespective of the fact that total in-take is less than desired. The Board also resolved that the deans and faculty of the school shall be made responsible to ensure that total intake capacity may be filled and the curriculum and teaching methods rectified in tune with national and global trends.

#### **2.6 Alumni Relationship:**

The Board was apprised of the efforts made to contact the alumni in order to have a formal relationship in which they may contribute towards their alma-matter. We are holding alumni meet in different cities in order to have a directory and utilizing their

services for placement of our students. The Board was apprised that a senior communication manager, a marketing manager and an alumni officer has been recruited but the communication channels with alumni and a more pro-active interaction with alumni is yet to be achieved.

### **2.7 HR Policy:**

The Board had earlier recommended that an external consultant may be engaged to develop the HR policy. However, no progress has been achieved even after 6 months. The Board re-iterated that an external consultant may be engaged immediately and a time frame may be fixed for finalizing inputs in the HR Policy. The draft policy may be presented in the next meeting of the BOM.

### **2.8 Finalization of Convocation:**

The Board was apprised of the Convocation details and the Chief Guest. A new initiative of the procedure of Convocation and the Convocation book were presented before the Board and the Board approved same to be implemented from this convocation itself. The list of candidates from the respective 3 schools and also the MPH students who have qualified for the degree was presented before the Board and the Board was pleased to pass the grace for 199 students who will be awarded degrees on 2<sup>nd</sup> June during the Convocation.

### **2.9 Annual Budget:**

Mr. Prasoon Jain, CF&AO who was a special invitee made a presentation of proposed annual budget and balance sheet as on 31<sup>st</sup> March, 2018. It was decided that approval be given subject to inputs to be received in the Finance Committee.

**2.10** The Board was informed that the Finance Committee of the Society has been also entrusted to review the progress of the university separately on the same day and therefore, the Finance Committee of the university has now been constituted.

**Item no. 3** The Board was apprised of the following reporting and ratification issues:

**(a) & (b)** The placement status of batch 2016-18, salary details of students placed 2016-18, organizations which visited our campus for placement during 2016-18, the details of 1<sup>st</sup> year students who have taken admission in 2017-19, the admission schedule for 2018-20, PhD program, fee-fixation and scholarship

policy, convocation and research project activities were discussed in detail during Action-Taken-Report.

**(c) Training & MDP:**

The Board appreciated the efforts made for conducting short-term MDPs. It was suggested that training could be conducted at different venues other than the campus. Mr. Sudarshan Jain suggested that he would arrange trainings to be conducted at Mumbai. He also recommended that Mr. Vivek Pedgaokar and other professional could be engaged to obtain nominations for training and may be paid commission on the number of trainees they sponsor. Dr. Monika Chaudhary suggested that trainings could be organized on impact assessment, clinical research by associating CSR in our training programs.

**(d)** The Board was apprised of meeting, seminar and workshops attended by faculty, publications, workshops, seminars conducted, ratification of circulated agenda of construction of new hostel building, fire drill orientation program, new appointments and resignations and report on MOOCs.

**Item no. 4** The name of the former President Dr. Vivek Bhandari was to be removed from the university bank accounts in HDFC Bank, State Bank of India and IndusInd Bank.

**Resolved** that Dr. Vivek Bhandari shall cease to be a signatory in following bank accounts of the IIHMR University due to his resignation.

- Bank a/c no. 50100194225703 HDFC Bank
- Bank a/c no. 00540330002154 HDFC Bank
- Bank a/c no. 51031070074 State Bank of India
- Bank a/c no. 200999638745 IndusInd Bank
- Bank a/c no. 50100193854876 HDFC Bank

**Resolved** further that Dr. PR Sodani, Acting President and Mr. Prasoan Jain, CF&AO be and are hereby authorized to furnish a copy of the resolution certified as true copy to the bank.

**Item no. 5** Justification of certificate program in rural livelihood (CRPL)

The IIHMR University and Bharat Rural Livelihood Foundation (BRLF) has entered an MOU for the period 2017-19 to sponsor a certificate program jointly for capacity building for tribal youth. The first batch of 29 tribal youth have convocated

on May 24<sup>th</sup>, 2017 and 2<sup>nd</sup> batch of 28 youths have convocated in April 2018. The Board was apprised of the relationship and that these students were ensured job placement by BRLF. BRLF has also sponsored 6 students for MBA Rural Management and shall also provide 6 students for this year also.

The Board noted the progress but also made a observation that the Dean and members of SDS should make special efforts and ensure that the total intake of 30 may be achieved at any cost.

**Item no. 6, 7 and 8** The proposed annual budget for financial year 2018-19 and approval of balance sheet and income expenditure for financial year 31<sup>st</sup> March, 2018 was presented before the Board by CF&AO and same was approved subject to inputs from the finance committee which is expected to be held on 7<sup>th</sup> June, 2018. The Board also approved item no. 8 regarding the re-appointment of Statutory Auditor for the financial year 2018-19 as per the recommendation of the finance and audit committee.

**Item no. 9** The Board was apprised of the minutes of the Academic Council held on Feb. 2018.

**Item no. 10** The alumni relationship was discussed in detail. The Chairperson informed the board that our alumni Richa Sharma is a Health Officer in New Jersey State and Aastha Shrivastava has become a faculty in Singapore University. The Board expressed its satisfaction and also observed that such illustrious students may be invited to the campus and felicitated.

**Item no. 11** The list of graduating students of the 3 schools and MPH was presented before the BOM and BOM passed grace for award of degree to all the students in the next convocation scheduled to be held on 2<sup>nd</sup> June, 2018. The BOM also approved the new initiative of procedure of convocation and the convocation book.

**Item no. 12** Presentation of Distance Education Department for 1-year PG Diploma on distance and online mode were discussed in detail during the ATR discussion. Dr. Seema Mehta made a brief presentation. The Board approved the creation of Distance Education Department in principle and resolved that all necessary initiatives like recruitment, writing of manuals and self-study material and recording of online courses and application to start distance education to DEC may be done in phased manner.

The meeting ended with thanks to the Chair.

