



Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting dated 17 December 2019

Committee Room I, Kashmere Gate Campus

The meeting was attended by:

Prof. Anu Singh Lather	Vice Chancellor
Prof. Salil Misra	Pro-Vice Chancellor
Prof. Jatin Bhatt	Pro-Vice Chancellor
Prof. M. Sharique Farooqi	Registrar
Prof. Amol Padwad	Director, IQAC
Ms. Manasi Thapliyal Navani	Associate Director, IQAC
Dr. Santhosh S.	Associate Director, IQAC
Dr. Avinash Kumar	External Member, IQAC, Director, Programmes and Policy, Wateraid India
Prof. Denys P Leighton	Director, CCK (Member IQAC)
Prof. Praveen Singh	Dean, Planning
Prof. Radharani Chakravarty	Dean, School of Letters (Member IQAC)
Dr. Santosh K. Singh	Dean, Student Services
Dr. Rachna Chaudhary	Member, IQAC
Dr. Nikhil Singh Charak	Member, IQAC
Dr. Kritika Mathur	Member, IQAC
Ms. Bhuwaneshwari Subramanian	PhD scholar, Member, IQAC
Ms. Anshu Singh	AR, Planning, Member IQAC
Mr. Pankaj Kumar	Technical Officer, Planning
Ms. Richa Shrivastava	Research Assistant, Planning

The following were unable to attend the meeting:

Mr. Vivek Mehra	CEO & MD Sage India, External Member, IQAC
Prof. Bajpayee	Registrar, NLU, Delhi, External Member, IQAC
Ms. Sugandha Tyagi	Alumni, Member, IQAC
Dr. Javed Wani	Member, IQAC
Dr. Moggallan Bharti	Member, IQAC
Dr. Parag Wanknis	Associate Director, IQAC
Dr. Partha Saha	Member, IQAC

Dr. Usha Mudiganti

Member, IQAC

Dr. Vikram Singh Thakur

Member, IQAC

The meeting deliberated on the following agenda:

- Preparations for the second cycle of NAAC accreditation
- Sharing the important aspect of the draft of AQAR 2018-19
- Reviewing the Action Taken Report on the plans proposed in the last meeting of IQAC
- Discussing the proposed Plan of Action for 2019-20
- Sharing the outcomes of
 1. Student Satisfaction Survey,
 2. Student Exit Survey, and
 3. Student Feedback

I. Preparations for the second cycle of NAAC accreditation

The meeting began with a brief on the structure and functions of the Internal Quality Assurance Cell in the University. It was pointed out that the new IQAC was notified earlier in the year, in May 2019 and has 30 members. The IQAC composition has been undertaken following the guidelines prescribed by NAAC.

It was reported that the IQAC is currently in the midst of preparing for the second cycle of NAAC accreditation for the University. Since the last cycle of accreditation, the accreditation format has changed and is much more data intensive. 70% of the accreditation criteria is quantitative and only 30% is qualitative. The Vice Chancellor pointed out that the 30% qualitative criteria is reviewed during the visit of the peer-team. The peer-team closely scrutinises the quality statement or manual and the annual calendar of the IQAC.

It was pointed out that although the IQAC does not have an annual calendar; it does prepare annual quality assurance reports and action taken reports. Similarly the University does not have a quality statement or manual, however, the IQAC has been working on drafting one and can share it in two weeks.

The members were informed that that IQAC has submitted the Institutional Information for Quality Assurance (IIQA) to NAAC and is now on a countdown of 45 days to prepare and submit the Self Study Report (SSR). It was shared that upon the submission of the SSR, NAAC will conduct a student satisfaction survey for which contact details of students will have to be provided by the University. The final stage of accreditation is the peer-team visit. The Vice Chancellor suggested that the peer-team will grade the University on about 41 parameters and the IQAC must focus on preparing well for this. Some parameters like the presence of a composting pit on campus, and rainwater harvesting systems etc. were discussed and it was suggested that the IQAC list these out and communicate the requirements with the Registrar.

The Director, IQAC shared some of the challenges face during the preparation of the SSR. Primary among these is the issue of data management across the University. Since the new format of SSR is data intensive, the IQAC has had to work with new sets of data; other than data available in the previous AQARs. This is posed significant challenges because of inadequacies on part of the staff in handling and standardising data. It was suggested that concrete steps be taken in the direction of data management across the University. The Vice Chancellor suggested that the University's ERP needs to be customised and the process can be initiated in the coming months.

II. AQAR 2018-19

The group was informed that the University will not be required to submit an AQAR for 2018-19 as it will be subsumed in the SSR that is being prepared.

III. Action Taken Report on the plans proposed in the last meeting of the IQAC

The actions taken on the plans proposed in the last meeting were shared with the group. The following key issues emerged from the discussion:

- i. Consolidation of Programme Outcomes (POs), Programme Specific Outcomes (PSOs) and Course Outcomes (COs): The IQAC initiated and led the development of POs, COs, according to the UGC LOCF guidelines during April-May 2019. Given that the POs, PSOs and COs have now been prepared, it was suggested that a student handbook be developed with containing these outcomes. This may be done at the School level. It was decided to display the POs, and COs of at least the core courses across programmes in classrooms dedicated for each programme.
- ii. Alumni Relations: The IQAC carried out an alumni contact drive during the summer of 2019. This exercise was part of the ongoing accreditation process. It was felt that many alumni were reticent in providing supporting documents for their current situation (employment, higher education, etc.). The Vice Chancellor informed the group that the University has recently appointed an Assistant Registrar to look after alumni relations. As a result, a voluminous alumni database may be expected within a year. It was also suggested that the Placement Cell be more proactive as it will naturally warm up alumni relations. It was also proposed that the University set up an Alumni Affairs Division as suggested by the UGC.

IV. Plan of Action for 2019-20

As part of the plan of action for 2019-20, the group discussed the following:

- i. Curriculum revision: It was pointed that while some curriculum revision had taken place across programmes, the University should now systematically pursue a comprehensive programme review exercise. This could be planned for the coming year and supported by the IQAC.
- ii. Academic skills centre: The University has been discussing established an academic skills centre for some time and this has not come to fruition of any sort. It was suggested that the IQAC may collaborate in setting up an academic skill centre.
- iii. Value added courses: During the discussions about NAAC accreditation, it was pointed out that the University may lose points in parameters related to value added courses. This is partly because of a lack of clarity on the definition of value added courses. It was suggested that the University should consider systematically introducing courses that enhance the employability of students and provide at least 30 hours of engagement and lead to certification, as value added courses to the students. For the future the schools and centres may consider planning collaborations with other institutions, organisations and experts for additional value added courses. These can be related to soft skills, research methods, language skills, etc. ISO certification: It was suggested that the IQAC initiate the process for ISO certification for the University.
- iv. SOPs for data capturing: It was suggested that the university may consider going for an ISO certification after the NAAC reaccreditation process is over. IQAC is expected to play a significant role in this process.

V. Outcomes of student satisfaction survey, student exit survey and student feedback

It was shared that the IQAC had conducted a student satisfaction survey in October 2019 as well as a student exit survey in December 2019. Analyses of both the surveys were shared with the group. These surveys were conducted as pilots which can be scaled up for the next year. It was suggested that the student feedback form as well as an exit survey be hosted online and made compulsory.

As concluding remarks, the Director IQAC, shared two concerns. First that the nature and purview of IQAC is expanding rapidly and consequently, it needs more administrative support. IQAC in the future may need to function more like a Division than a Cell. Second, as the deadline for the completion and submission of the NAAC SSR is fast approaching, the Director requested the University to officially grant the IQAC core team members relaxation from other tasks so that they can devote entirely to preparing the SSR.

Having deliberated on all agenda items, the meeting ended with a vote of thanks.


Director,
Internal Quality Assurance
Cell (IQAC)
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