

Minutes
Guru Gobind Singh Indraprastha University
Sector-16C, Dwarka New Delhi-110078

A meeting of the Indraprastha Internal Quality Assurance Cell was held on October 14, 2019 at 1.30 pm. in Conference Room, Vice Chancellor's Secretariat, Guru Gobind Singh Indraprastha University, New Delhi-110 078.

The following members could not attend the meeting due to their pre-occupation:

1. Sh Ravi Dadhich, Registrar
2. Sh. Pankaj Aggarwal, Dy. Registrar (GA),
3. Dr Anuradha Jha, USLLS
4. Dr. Vinay Sah, USCT
5. Dr. Kiranmay Sharma, Associate Professor, USEM
6. Mr. Sumant Sharma, USAP
7. Prof. Neena Sinha, Dean, USMS, Special Invitee

Hon'ble Vice Chancellor welcomed all the members of the IIQAC as it was the first meeting of the members with the new Vice Chancellor. This was followed by the introduction of the external members to the IIQAC. He asked the Member Secretary Dr. A.K. Saini to take up the agenda.

Information Points:

- NAAC Assessors Workshop conducted on August 23, 2019 by NAAC was attended by:
 - Prof. A K Saini
 - Prof Sanjiv Mittal
 - Prof. Neena Sinha
- A workshop on "Why Quality Initiatives Fail: The way forward" was conducted at University Campus on 20.09.2019 for the Deans, Directors and Section Heads of University alongwith IQAC coordinators by Gen. N K Dhir.
- A workshop on "Open Educational Resources – creation and use of courses on MOOCs, Swayam, e-PG Pathshala" was conducted for Faculty member of the USS on 11th October 2019.

PROPOSED WORKSHOPS BY IQAC

- "Computation of various metrics of research output" (November/December)
- IPR and Patent Filing for teachers and Scholars (November)
- How to prepare Course, Program and Program Educational outcomes (COs, POs and PEOs) for faculty members so as to develop a uniform and standard framework in preparing these outcomes. (November/December)

- Academic Audit of USS is likely to begin from second week of November 2019 and the Committees have already been formed for the same. Academic and Administrative Audit – External and Internal is mandatory as per NAAC.

Agenda 1: To approve the minutes of the last meeting held on July 23, 2019.

Minutes: The minutes were circulated to the members. Since no comments have been received, the minutes are considered to be approved.

Agenda 2: To review the Action Taken Report for the points emerging from last meeting.

Minutes: The members were informed that based on the Interaction meeting of the NAAC Committee regarding 3rd cycle of NAAC Accreditation, certain Action Points were identified for compliance by the various USS. These action points were circulated to all the Deans of the USS on Sept.3, 2019 through email and in printed circular. (copy enclosed as Annexure 'A'). This was followed by two reminders to submit compliance status. The response has been poor.

It was recommended that a final reminder may be sent to all to submit the compliance followed by a letter from the Office of the Vice Chancellor.

(Action by: NAAC Team)

Agenda 3: Submission Status of Annual Quality Assurance Report (AQAR) for 2018-19

Minutes: It was informed that the Annual Quality Assurance Report for the year 2018-19 is due for submission by the University. The submission is mandatorily online from current year.

The format for the data to be provided by various sections and USS was sent to all concerned both in hard copy as well as soft copy format for providing the data at the earliest. The Reminders are being sent for submission of required data by 30th October to ensure submission within the stipulated time period. The Vice Chancellor directed all School Coordinators present in the meeting to submit the data at the earliest.

(Action by: NAAC Team)

Agenda 4: Setting up the benchmarks for quality assessment for academic year 2019-20.

Minutes: It was discussed that the Audit Team constituted by Delhi Govt. for Institutions of Higher Education has asked for the information about setting up of benchmarks and their application by the University.

It was recommended that the quantifiable benchmarks could be worked upon for Faculty, Deans/Directors and Section Heads to direct their efforts and help them in applying and achieving the same. These may include periodical academic and administrative audit and their followup, adoption and dissemination of best practices, identification and dissemination of information on quality parameters, organisation of quality related seminars, workshops and promotion of quality circles, action oriented feedback from stakeholders, facilitating the creation of a learner centric environment conducive to quality education and faculty maturation to acquire required knowledge and using technology for participatory teaching and learning process, etc.

It was recommended to devise mechanism to workout the same as sections and schools have different inputs, processes and expected outcomes.

(Action by: IIQAC Coordinator)

Agenda 5: To discuss the Issues faced in Data Capturing for Ranking and Assessment – standardisation of the process for streamlining.

Minutes:

- The data is the key in the Revised Accreditation format of NAAC as 70% weightage is for the data entered and is calculated by the system.
- The Data capturing in the format prescribed is a tedious process for 5 year span as required for NAAC
- Compilation of the data from various schools/faculty into consolidated data is a cumbersome process due to non-compliance with format and incomplete data.
- Several ranking and assessing agencies have different formats and data requirements and their time spans are also different such as Academic Year, Financial year, calendar year, etc.
- Deans, Faculty members and section heads are unable to record or maintain the data from concerned officials for a 5 year period.
- This causes delays, incomplete and insufficient data affecting both the quality and quantity of data.
- Faculty is requisitioned data several times i.e. again and again.
- IQAC has to send reminders several times which adds to wastage of time and extraneous efforts for collation of data.

Proposal is to bring flexibility, completeness and one time data collection cutting delays, lack of format issues, creating a centralized data repository.

- IQAC Cell will prepare soft format for the AQAR which is similar to NAAC format now.

- The Faculty members would be required to prepare their data in the format, on quarterly basis (August-October in November), etc.
- The Data would be uploaded by each Faculty and Section Head in the Worksheet of each teacher/Section on quarterly basis with all supporting documents.
- After each quarter IQAC will be able to compile the data as per requirement of the ranking agency and fiveyear data can be generated easily from the same data base.

The proposal was accepted by the members for implementation. However the proposal to impose some penalty on those who fail to submit the data in time was pended for some time. However the Vice Chancellor desired that all such defaulters list may be sent to his office for compliance. The same was accepted.

(Action by: NAAC Team and IQAC Coordinator)

Agenda 6: Implementation of CAS for faculty members as per UGC Regulation- Recommendation of Committee to be placed on the Table.

The UGC Regulation of 2018 on Maintenance of Standards in Higher Education, Clause 6.0(VII), which reads as "The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/NAAC guidelines with the Vice chancellor, as Chairperson. The IQAC shall act as the documentation and record keeping Cell for the Institution, including assistance in the development of Assessment Criteria and Methodology Performa based on these regulations. The IQAC may also introduce wherever feasible, the student feedback system as per NAAC guidelines on Institutional parameters....".

In order to implement the CAS regulation, a committee was constituted by the competent authority, based on the request of the Director Academic Affairs, to workout guidelines, assessment methodology, self appraisal proforma, etc. The Committee submitted its recommendations alongwith the assessment performa for 2016 Regulations (Amended) for use by Faculty, which was not available earlier and Self appraisal report Performa based on 2018 regulations.

After discussions, the Hon'ble Vice Chancellor advised not to introduce new assessment form at this stage as the Director Academic Affairs has already invited CAS applications from the faculty and introduction of new form will delay the process.

However the members accepted that as per the UGC Regulations, the format for Annual Self Appraisal report as designed (Aneexure 'C') may be accepted for implementation from October 2019, which is mandatory for all CAS promotions.

The members resolved that:

- a) Implement the Annual Self Appraisal Report from October 2019.
- b) The DAA may be requested to implement the process of CAS promotion of Teachers
- c) The nominee of IQAC will be a part of all processes carried out by Director Academic Affairs in line with the UGC Regulations.

(Action by: IIQAC Coordinator, Director –Academic Affairs)

Agenda 7: Approval of Journals for inclusion in UGC CARE list-Recommendations of the Committee to be placed on the Table

Minutes: The sub-committee of NAAC Committee scrutinized the proposals received from Affiliated Institutions and Faculty Members of USS and recommended the same based on the satisfactory parameters as per format of IIQAC and UGC CARE. The letter shall be sent to UGC CARE for the same.

(Action by: Member Secretary-IIQAC)

Agenda 8: Status of NIRF 2020.

Minutes: It was informed to the members that the University submitted the updated information as sought by NIRF MHRD within the time limit for initiating the NIRF 2020 process.

The login ids for USS (USMS, USICT, USLLS and USAP) have been created by NIRF. The NIRF Portal is yet to open for filling the data by participating USS (USMS, USICT, USAP and USLLS) and the University.

However, the Member Secretary brought to the attention of all, that University has been getting a very low score on Perception parameter and needs attention of all members.

It was suggested that all the USS especially the USMC and the PRO should make efforts for better visibility and branding of the University.

(Action by: NIRF Team, USMC, PRO, USMS, USAP, USICT and USLLS)

Agenda 9: Strengthening of Indraprastha Colloquium Lecture Series-Action Plan.

Minutes: It was informed that the University has been organizing the Colloquium Lecture Series called "Wednesday Colloquium" since 2000 but the same got discontinued. Under the series, eminent speakers are invited to share their thoughts with the University fraternity including students and staff.

It was proposed to reactivate the Lecture Series with one Lecture every month both from Internal Resource person on their novel achievements and Distinguished Personalities from outside the University.

It was approved that the series can begin with talk by Dr Sanjay Das, Faculty in USEM on his achievement recently in identifying a new breed of lizard.

(Action by: Director- Development)

Agenda 10: To discuss the standardisation of template for Faculty Profile on University Website.

Minutes: It was recommended that a Faculty Profile Template be designed and circulated to all based on templates being used by Universities in India and Abroad. The Director-Development was assigned the task.

(Action by: Director- Development)

Agenda 11: To discuss the progress of Remedial Coaching Scheme for SC/ST/OBC/Minority Community Students.

Minutes: It was informed to members that the funds which remained unutilised from the UGC 12th Plan Grant of Rs.10.00 lakh has been permitted by UGC to be used till March 2020. Notice from UGC website was shared and is attached as Annexure 'B'.

On the basis of this, an Advisory Committee has been constituted as per UGC norms with Dr. S Sanjay Kumar, USMS as Coordinator for the Activities.

The Committee shall be meeting shortly to initiate the process and activities in Oct./Nov. 2019. It was recommended that the target participants may also include the needy General category students as well apart from the specified categories.

(Action by Director – Development)

Agenda 12: To declare GGSIP University Campus as free from single use plastic through complete ban and the penalties thereof.

Minutes: It was unanimously decided that University Campus should be made free from single use plastic through complete ban and the penalties thereof. It was suggested that all branches and the canteen should be informed about the same for implementation apart from students and staff.

(Action by: Registrar)

Agenda 13: To discuss about the Faculty Appraisal in the light of UGC Regulation 2018.

It was resolved that as per the UGC regulation 2018 on Maintenance of Standards in Higher Education, it is mandatory for every Faculty to fill up Faculty Appraisal every year. The format designed by the committee constituted for the purpose was discussed and approved for circulation to all. (Annexure 'C').

(Action by: Member Secretary-IIQAC)

Agenda 14: To discuss about the Fitness Plan for Students and Staff of the University, its implementation and monitoring for uploading on UGC portal.

It was informed that as per the MHRD/UGC letters, it is mandatory for all Higher Educational Institutions to develop a fitness plan for the students, staff and faculty resulting into well-meaning efforts for the health and well-being to achieve physical fitness, mental strength, and emotional equanimity.

It was resolved that Medical Officer along with the visiting doctors and fitness plan in other institutions, shall prepare the fitness plan for all, which after approval shall be shared with all Deans, Directors and Section/Branch Heads to adopt and implement. It was suggested to also develop infrastructural facilities required for the fitness. The plan should be finalised before the end of the semester for adoption in the next semester.

(Action by: DSW, Medical Officer)

Agenda 15: To discuss the rewarding of high performers in the non-teaching staff of the University.

Guidelines and Format for the reward to the non-teaching employees of the University for the purpose of motivating them were shared with the members. After deliberations, it was suggested to simplify the process and the matter may be referred back to the Committee. In addition, once finalized, the format must also be made available in Hindi.

(Action by: Director- R&C, Committee)

Agenda 16: Any other agenda with the permission of the Chair.

16.1 Initiatives for managing the growing Alumni base of the University for Better Linkages with the Alumnus and for their involvement in various academic endeavours were taken up. The matter was discussed in the April Meeting of the Cell. It was recommended that since each USS has its Alumni Association, we should attempt to integrate them through a portal.

It was informed that the Committee Constituted for the purpose of developing/setting up Alumni Portal for University is progressing well and will complete its recommendations shortly latest by the end of November 2019.



(Prof. A. K. Saini)

Member Secretary, IIQAC

Copy to: All Members of IIQAC

ACTION TAKEN REPORT OF IIOQAC MEETING HELD ON 23.07.2019

Agenda-wise Action Taken Report:

1. To approve the minutes of the last meeting.	The minutes of the meeting as circulated to members of the last meeting were approved as no comments were received.
2. To review the Action Taken Report for the points emerging from last meeting.	Action Taken Report based on IIOQAC Meeting held on 23.07.2019 will be placed on the Table.
3. To review the progress for 3rd Cycle of NAAC's Assessment and Accreditation of the University.	<p>The 2nd Cycle of NAAC Accreditation was upto 24th October 2018.</p> <p>Based on interaction with the Hon'ble Vice Chancellor, action points for preparation of NAAC were sent to all Deans/Directors on 05.09.2019. Reminders were sent for Compliance by all USS alongwith status report on 30.09.2019. Information is awaited. After the Academic Audit is carried out, the collection and consolidation of data shall be undertaken. The work towards the same is being undertaken to apply for the same at the earliest.</p>
4. To discuss the status of Academic Audit of USS.	The approved Academic Audit proforma has been sent to all the Schools in both the hard copy and soft copy (excel format) to compile and fill the data for the year 2017-18 and 2018-19. The expert teams have been intimated to visit the Schools and complete the process at the earliest once the data preparation is over. Tentative plan is to finish all by December 2019.
5. To discuss about organising quality oriented activities in University for next quarter.	<p>The workshop "Why Quality Initiatives fail? The way forward" was conducted by IIOQAC on 20.09.2019 by Major General N.K. Dhir, Convenor-Indian Standard on QMS.</p> <p>Workshop on "Creation and use of Open Educational Resource (OER's)" such as e-PG Pathshala, MOOC, NPTEL, etc. and recording of lectures through mobile phone and other digital devices successfully conducted on 11.10.2019 by Resource Person</p>

	Prof. K Srinivas, Head ICT and Projects, NUEPA alongwith Dr. Durgesh Tripathi, USMC and National coordinator for MOOCs. Remaining workshops have also been planned in the months of October/November 2019.
6. The web link for feedback from stakeholders to be put on the University Website	<p>a. The web link has been created both for online and offline collection and analysis of the feedback from stakeholders.</p> <p>http://www.ipu.ac.in/ddnaacmain.php</p> <p>b. The USS Deans have been requested to conduct quality related activities based on specific needs of the School.</p>
7. Any other agenda with the permission of the Chair.	----


(Prof. A. K. Saini)
Member Secretary, IIQAC

ANNEXURE-A

ACTION TAKEN REPORT OF IIQAC MEETING HELD ON 14.10.2019

Agenda-wise Action Taken Report:

1. To approve the minutes of the last meeting.	The minutes of the meeting as circulated to members were approved as no comments were received.
2. To review the Action Taken Report for the points emerging from last meeting.	Action Taken Report based on IIQAC Meeting held on 14.10.2019 is annexed as Annexure-'A'.
3. Submission Status of Annual Quality Assurance Report (AQAR) for 2018-19	The AQAR report which is a pre-requisite for NAAC accreditation was submitted on 24 th January 2020 with the approval of the Competent Authority
4. Setting up the benchmarks for quality assessment for academic year 2019-20.	The suggestion of setting up of benchmarks and their application by the University was made by the Performance Audit Team constituted by Delhi Govt. for Institutions of Higher Education. These benchmarks will be quantifiable and need to be worked upon for Faculty, Deans/Directors and Section Heads to direct their efforts and help them in applying and achieving the same. The process of benchmarking for quality assessment of various functions is underway by the core team and shall be ready shortly for circulation to all stakeholders.
5. To discuss the Issues faced in Data Capturing for Ranking and Assessment – standardisation of the process for streamlining.	The issues faced in data collection process have been addressed through the following measures: a) Use of new AQAR format which is in line with the NAAC format. The same would be filled by every school every year and provided in soft copy. An interaction meeting would be conducted with all the Deans and the NAAC Coordinators. b) The use of Self Appraisal forms has been aligned to capture the data from each faculty in soft copy format w.e.f. 2018-19. This would be useful for Personal Section as well.

	<p>c) The Academic Audit process of USS will also address the issue of data collection from all stakeholders.</p> <p>To sensitize Deans, Directors, Section Heads and faculty members, interaction meetings/workshops are planned in the month of Feb./March 2020 collectively and individually for each section/USS.</p>
6. Implementation of CAS for faculty members as per UGC Regulation- Recommendation of Committee to be placed on the Table.	The applications have been invited. The screening at School Level followed by Central level Committee has been completed for received applications. The data is being sent to Personal Section for further action.
7. Approval of Journals for inclusion in UGC CARE list- Recommendations of the Committee to be placed on the Table	The sub-committee of NAAC Committee scrutinizes the proposals received for recommendations as per the approved criteria. The three requests were received in this period and all have been disposed off.
8. Status of NIRF 2020.	It was informed to the members that the University uploaded the details in respect of four Schools i.e. USMS, USICT, USLLS, USAP and Overall for the University for ranking in NIRF 2020. The results are expected in March/April 2020.
9. Strengthening of Indraprastha Colloquium Lecture Series- Action Plan.	<p>The list of people to be invited in different domains of study and in common domains is under preparation in consultation with the USS Deans. The same would be used to schedule the Lectures at regular intervals from March 2020.</p> <p>The first lecture to be delivered by Dr S K Das on "Importance of Spider for Human Beings" for his discovery on spider on Wednesday 5th February, 2020.</p>
10. To discuss the standardisation of template for Faculty Profile on University Website.	A Faculty Capability Profile Template for uploading on the University Website has been worked out and attached as Annexure 'B'.

11. To discuss the progress of Remedial Coaching Scheme for SC/ST/OBC/Minority Community Students.	The remedial coaching has been launched in 4 different subjects for two Schools of Study i.e. USMS and USLLS and the classes are held on Saturday/Sundays. The information has also been sent to all colleges to advise students to take advantage of these classes. The classes are open to students of all categories.
12. To declare CGSIP University Campus as free from single use plastic through complete ban and the penalties thereof.	Implemented. Banners have to be put up to further sensitise people on this.
13. To discuss about the Faculty Appraisal in the light of UGC Regulation 2018.	A self appraisal form as per the UGC regulation 2018 on Maintenance of Standards in Higher Education, has been circulated to all USS. In addition, the same has also been uploaded on the University website to be filled online, and sent to IQAC alongwith a duly signed copy through the respective Dean with all supporting documents by July 31 every year. It has to be filled by all Faculty w.e.f 2018-19. The format is enclosed as Annexure 'C'.
14. To discuss about the Fitness Plan for Students and Staff of the University, its implementation and monitoring for uploading on UGC portal.	It was informed that recently UGC has come out with some guidelines on the fitness plan for all Universities which need to be adopted. The plan should be finalised before the end of the semester for adoption in the next session. The Fit India Campaign will give a weightage of 5 percent marks in NIRF.
15. To discuss the rewarding of high performers in the non-teaching staff of the University.	Referred to Committee headed by DRC. Action is awaited.
16. Any other agenda with the permission of the Chair.	Alumni Portal has been finalised and data uploading will start after 12 th Feb as majority of the staff have been deputed for election duty.


(Prof. A. K. Saini)
Member Secretary, IIQAC