

MINUTES OF THE IIQAC MEETING

A meeting of the Indraprastha Internal Quality Assurance Cell was held on January 27, 2020 at 2.00 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. Sumant Sharma, Assistant Professor, USAP

Information Points:

- The IIQAC Cell organized a workshop on "IPR and Patent filing" in the University on 13th January 2020 conducted by Patent Office, Govt. of India. About 60+ faculty members attended the workshop. It was suggested to have a close collaboration with the Patent Office and explore possibility of some mechanism to help the Faculty in Patent filing.
- Two faculty members were nominated to attend FDP on "Open Educational Resources – creation and use of courses on MOOCS, Swayam, e-PG Pathshala" conducted at NUEPA.
- Dr. Durgesh Tripathi from USMC has been designated as University MOOCs Coordinator for guiding the development of Online courses by Faculty member of the USS.

Agenda 1: To approve the minutes of the last meeting held on October 14, 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 Action Taken report on the minutes of the meeting held on 14th October 2019 was placed before the members.

It was informed that Annual Quality Assurance Report (AQAR) for the year 2018-19 was filled up online on the NAAC portal on 24th January well before the due date of submission.

A committee has been setup to work out the performance benchmarks /Quality benchmarks for various stakeholders for circulation to all the members as and when they are ready.

The process of capturing data required for various ranking and accreditation agencies has been simplified through a) Self Assessment Performa which has been designed as per the UGC Minimum standard for maintenance of standards in Higher education and is compulsory for all faculty members and b) the online AQAR performa which has been implemented by NAAC from the current cycle.

The Interactive Indraprastha Colloquium Lecture Series has been activated and the next lecture shall be delivered by Dr. S. K Das on "Importance of Spider for Human Beings" for his discovery on spider on Wednesday 5th February, 2020.

The Faculty Capability Profile Template for uploading on the University Website has been worked out and shall be circulated to all the faculty members after approval.

The remedial coaching for SC/ST/Minorities and other categories has been launched and the classes are held without affecting the normal class schedule. The information has also been sent to all colleges to advise students to take advantage of these classes. The classes are thrown open to students of all categories for wider benefits.

The approved faculty self-appraisal performa has 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. It was decided to send reminder to all faculty through the email.

The Fitness plan for Universities as per the UGC guidelines has been initiated and shall be prepared shortly.

Alumni Portal has been finalised and data uploading will start soon after the staff deputed for election duty return and data from examination branch about the alumni is available.

Agenda 3: Submission for NIRF 2020.

Minutes:

The University has submitted the NIRF 2020 information for the following four Schools of Study and the Overall University in the stipulated time. The Schools are: USMS, USICT, USLLS and USAP.

It was pointed out that Accounts branch has to be conveyed the expenditure heads under which the data is required for the purpose of filling the NIRF proforma. It was decided to provide the NIRF format to the Controller of Finance.

Agenda 4: Submission of AQAR 2018-19.

Minutes:

The Annual Quality Assurance Report for the year 2018-19 was due for submission by the University during October 2019 to 25th January 2020. It is a revised online format from the year 2018-19 in line with the NAAC SSR format.

The Data on various parameters was obtained from all USS and Branches using hard copy format as well as soft copy format. The AQAR was submitted on 24th January 2020.

Agenda 5: To discuss the conduct of activities related to Quality.

Minutes:

It was suggested to organize a workshop on Outcome based education (OBE) to cover - How to prepare Course, Program and Program Educational outcomes (COs, POs and PEOs) and measuring their Attainment for faculty members so as to develop a uniform and standard framework in preparing these outcomes. It was proposed to hold it in February 2020 preferably during the minor test days when most of the faculty members are relatively free.

Agenda 6: To discuss the strengthening of Incubation Activities.

Minutes:

- a) Workshops / Seminars to be conducted on IPR/Industry Academia projects, etc. by all the Schools
- b) Start-ups/ incubation activities to be encouraged by all Schools
- c) University will enhance the budgetary allocation for supporting the Incubation activities and supporting the start up culture.
- d) Engage industry for working on startups and incubation to address industry problems.
- e) Conduct workshops/seminars to popularize the incubation spirit among stakeholders.

Agenda 7: To discuss the status of Academic Audit for USS and Affiliated Institutes.

Minutes:

The Academic Audit of USS has been initiated and is under progress. This will be both Internal and External Audit with the help of external experts. It is likely to be completed by the end of February 2020.

The Academic Audit of Affiliated Colleges has also been started through sending of proforma for colleges to fill up and submit both online and the hard copy in the Affiliation branch. The expert teams have been finalized to scrutinize the data submitted by the colleges by inviting the college directors with supporting documents. On the basis of the scrutiny, the visits shall be organized/ carried out, if required.

Agenda 8: To discuss the issues in preparation of NIRF/AQAR data by USS.

Minutes:

- Preparation of Course Outcomes, Program Outcomes, Program Specific Outcomes with proper mapping for all the programmes being run in the respective Schools including newly launched programs.
- Every program curriculum must be taken up for revision on periodic basis as per the University Ordinance.
- CBCS / Elective courses/MOOCs system to be adopted for all the Programs.

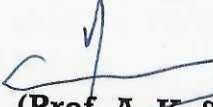
- Introduction of courses on Environment, Sustainability, Human Values and Ethics must be explored in all the programs.
- Feedback from all stakeholders (Teachers, Parents, Students, Alumni, Employers and Students) as per the formats on the University website should be strengthened with Action Taken Report on the feedback.
- Mechanism for identifying slow and advance learners be clearly defined and shared with the students followed by appropriate initiatives for both.
- Use of E-learning to be encouraged among the teachers.
- Mentor-Mentee system to be made pro-active to handle all kind of stress related issues.
- Explore the conduct of corporate training, MDPs, etc. for revenue generation.
- Possible MOUs with institutions / industry to be identified/renewed for internship, sharing of research, etc. and taken up for implementation.
- E-content development to be undertaken by faculty through MOOCs
- Alumni meet must be held once in a year for all the USS

Agenda 9: Any other agenda with the permission of the Chair.

- a) Appreciation and Felicitation of faculty and students upon receiving recognition/awards at national and international level

It is felt that motivational initiatives are required to be adopted for appreciation and encouragement of faculty and students in the university who have been recognised by national or international bodies. This can be either through fellowships, awards, etc. The proposal was accepted by all and the details of the motivational mechanism (both financial and non-financial) to be prepared by IQAC and to be adopted w.e.f. from 2018-19 onwards.

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


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

Copy to: All Members of IIQAC

ANNEXURE-A

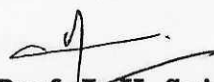
ACTION TAKEN REPORT OF IIOAC MEETING HELD ON 14.10.2019

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 IIOAC 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'.

<p>11. To discuss the progress of Remedial Coaching Scheme for SC/ST/OBC/Minority Community Students.</p>	<p>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.</p>
<p>12. To declare GGSIP University Campus as free from single use plastic through complete ban and the penalties thereof.</p>	<p>Implemented. Banners have to be put up to further sensitise people on this.</p>
<p>13. To discuss about the Faculty Appraisal in the light of UGC Regulation 2018.</p>	<p>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'.</p>
<p>14. To discuss about the Fitness Plan for Students and Staff of the University, its implementation and monitoring for uploading on UGC portal.</p>	<p>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.</p>
<p>15. To discuss the rewarding of high performers in the non-teaching staff of the University.</p>	<p>Referred to Committee headed by DRC. Action is awaited.</p>
<p>16. Any other agenda with the permission of the Chair.</p>	<p>Alumni Portal has been finalised and data uploading will start after 12th Feb as majority of the staff have been deputed for election duty.</p>


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


ACTION TAKEN REPORT OF THE IIQAC MEETING
HELD ON 27.01.2020

ANNEXURE - A

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 27.01.2020 is annexed as Annexure- 'A'.
3. Submission for NIRF 2020	<p>The University submitted the NIRF 2020 information for the following four Schools of Study and the Overall University in the stipulated time. The Schools are: USMS, USICT, USLLS and USAP.</p> <p>All the subsequent queries received from NIRF were also responded in time.</p>
4. Submission of AQAR 2018-19.	<p>The Annual Quality Assurance Report for the year 2018-19 was due for submission by the University during October 2019 to 25th January 2020.</p> <p>The AQAR was submitted on 24th January 2020 in online mode after due approval by Competent Authority.</p>
5. To discuss the conduct of activities related to Quality.	The IIQAC organized a one-day workshop on Outcome Based education (OBE) on 24 th February 2020 and covered - How to prepare Course, Program and Program Educational outcomes (COs, POs and PEOs) and measuring their Attainment. More than 70 faculty members attended the workshop. It was conducted by Prof. P.S.Grover.
6. Strengthening of Incubation Activities.	<p>The budget allocation for Incubation activities and supporting the start up activities has been made to Rs. 10 lakhs.</p> <p>A workshop on IPR and Patent Filing was organized for faculty of GGSIPU on January 12, 2020</p>

<p>7. Status of Academic Audit for USS and Affiliated Institutes</p>	<p>The Internal and External Academic Audit was almost completed for USS except one School. The process was undertaken for Affiliated colleges and about 25% were completed before the closure of institutions w.e.f.19th March 2020. In view of the pandemic, it has been decided to give up the audit and the data provided by the Colleges shall be accepted as it is.</p>
<p>8. Issues in preparation of NIRF/AQAR data by USS</p>	<ul style="list-style-type: none"> • Every School has initiated revision of program curriculum for adoption wef Academic year 2020-21. But due to lockdown on account of pandemic Covid-19, the exercise has not been completed till date. • MOOCs courses adoption for credit in the degree has been forwarded to Director Academic Affairs for taking in Academic Council. • Mechanism for identifying slow and advance learners for reserved category students and also based on UGC directive, has recently been undertaken for consideration. • Mentor-Mentee system has been put in place by all schools. • E-content development by faculty through MOOCs has been imitated and there are twenty proposals received and out of these about 8 are in final stage of completion. • Schools have been advised to regularly organise Alumni meet on annual basis and the online alumni portal has been selected but need to be activated. • Motivational schemes/awards for faculty who achieve any distinction outside the University has been finalised.
<p>9. Motivational Scheme for faculty and students</p>	<p>Proposal has been approved and the same would be implemented in a ceremony to felicitate the relevant faculty and students.</p>


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