



11.08.2023

Action Taken Report on Recommendations of IQAC Meeting No. 1, dated Monday April 10, 2023

Agenda Item 1: Action Taken Report (ATR) of the IQAC meeting No. 1, Monday, April 10, 2023.

Committee members were briefed about the ATR on the recommendations of the IQAC meeting No. 1 that was held on Monday, April 10, 2023. The following suggestions were made on the actions taken:

1. Report the agenda items in which action is yet to be taken separately. The action taken on these items can be reported in the next quarter.

Action Taken: Noted.

2. Regarding the **survey feedback forms**, the IQAC Coordinator suggested that the process of obtaining feedback should be **institutionalized 2023 onwards**. Faculty survey form may be sent by the Dean of Faculties, the Student Satisfaction Survey by the Student Office, and the Alumni feedback may be sent by the Placement committee. This process can begin during the preparation of the Annual Quality Assurance Report (AQAR) 2022. The respective offices can examine the questionnaires and past survey responses and modify the questionnaires to meet the desired objectives. The offices/committee can also propose a plan to take action on the survey responses and file the Action Taken Report to be placed before the IQAC as required for the AQAR.

Action Taken. The suggested process has been **implemented** to a large extent for AQAR 2022.

Agenda Item 3: Discussion on issues encountered in submitting the submission of AQAR 2021 and NAAC feedback and the new NAAC guidelines

- a. The IQAC coordinator informed that while submitting AQAR 2021, there were several metrics where the Institute did not have anything to report - e.g. **value added courses, seed money to teachers**, awards at interschool sports/cultural events etc. The number of such metrics were however lower as compared to the previous AQARs. An all round effort was made this year to collect data on some of the metrics for which the data could not be collected in earlier years. The upcoming NAAC five year assessment for which the Institute has to submit a Self Study Report to NAAC will be based on the AQARs for 2018-2022. Hence, one needs to **examine the past AQARs** and explore whether one can get information on the metrics for which no data could be collected earlier for a variety of reasons.

Action Taken: **Value added courses and seed money could be reported in AQAR 2022. Examination of past data** with respect to several metrics for which no data could be collected earlier, **under way**.

b. Some additional suggestions with regard to the AQAR metrics were given by members:

i. Steps should be taken to **register the alumni association** of the Institute.

Action Taken: Post the First Alumni Conference at IGIDR some of the alumni are exploring how other Institutes like NITI & IIT have done this. They will keep us updated on the progress in this regard.

The Institute should examine whether its Professional Development Scheme for faculty members can be considered as **seed money**, and also whether the Institute can provide seed money to its faculty members at the entry level.

Action Taken: As per the information received from **Finance Officer**, the Institute provides the Professional Development Scheme(PDS) to faculties for research work covering 12 areas of financial support; out of that, the **amount given for electronic devices such as Laptop / Desktop / Tablet for Formal Research Projects will be treated as SEED Money**. The faculties eligible for the PDS scheme are also eligible for SEED Money in respect of electronic devices.

ii. The Institute should formalize an **e-content development policy**.

Action Taken: This matter was discussed via email with members of the **IQAC Monitoring Committee**. The following suggestions have been received:

(a) Based on UGC guidelines, the Institute should have its **guidelines for developing e-content**. A web search shows that some universities have designed their policies. This can be taken forward by forming **a new committee**.

(b) As per UGC guidelines, everyone is free to apply for assistance under this scheme. The application can be at the individual or institutional level. They want to know whether anyone has got a grant under this category (with multiple options such as e-PG-Paathsala). Ideally this is **best done by individual faculty**, as part of their course development or research expertise. **It may come under the purview of the Dean Academics**.

iii. Several activities as recommended by NAAC and which are currently not being conducted at the Institute should be introduced.

Action Taken: Noted.

iv. The IQAC sub committee to list down activities to be undertaken in the next four months and consult IQAC members on the same.

Action Taken: Noted and activities are being planned according to the Events Calendar.

v. The administration may write to NAAC and find out the process of the five-yearly assessment of the Institute that is due in November 2023.

Action Taken: The administration has a telephonic conversation with NAAC official who highlighted the processes to be followed for submitting the Self Study Report in November.

- vi. A committee may be formed by the Director to prepare for the upcoming assessment and to work on the Self Study Report.

Action Taken: A nine member committee has been formed by the Director in June, 2023 for (i) Monitoring the preparation of AQAR 2022-23 and (ii) Monitoring the preparation of the Self Study Report 2023 for the forthcoming NAAC assessment in November 2023.

- vii. The IQAC co-coordinator and coordinator to go through the weightages given to each of the AQAR/SSR metrics and identify the areas with high weightages. Institute activities should be particularly focused in these areas.

Action Taken: The exercise has been conducted. Based on the grades received in the last assessment, increased and continued focus is being put in recent years on Research, innovation and extension, Student, support and progression, Governance, leadership and management, and Curricular enrichment and feedback processes. However, there is still scope for improvement that will increase the scores for these criteria.


(Convenor)