



Action Taken Report on Recommendations of IQAC Meeting dated December 06, 2022

Agenda Item 1: Action Taken Report (ATR) of the third IQAC meeting, Wednesday, November 09, 2022.

1. The time frame for each Action to be Taken can be set before-hand to implement decisions in a time bound manner.

Action Taken: Implemented through the IQAC Monitoring Committee.

2. Concerning the ATR of Agenda Item 1b of Meeting No. III, on the systematic dissemination of information on all events held at IGIDR on social media platforms such as Twitter, LinkedIn, and others, it was decided that a formal protocol be established for such dissemination. The Registrar may be entrusted with putting together a faculty committee to approve official social media and other forms of communications with regard to all IGIDR events. The aim is to increase the number of persons/entities following IGIDR activities and events.

Action Taken: The IT center has been entrusted with the said responsibility. They are contacting the program coordinator for the content of the events. The IT center then publishes the matter received from coordinators on IGIDR social media pages. The other regular announcements related to seminars, admissions, publications, achievement and media information are published on IGIDR social pages by the IT Center.

3. In continuation of (2) above, the need for employing a dedicated communication officer was suggested. However, a detailed assessment needs to be made as to whether such a position is required. It was suggested that an assessment of requirements for academic and non-academic staff can be made in general for the period 2023-25.

Action Taken: The Institute is in the process of finalizing manpower planning. It has already processed the Expression Of Interest to prepare the HR Manual and will soon issue the work order to the selected agency. The agency will submit its report after taking a holistic view on the same including manpower planning.

4. Concerning the ATR of Agenda Item 1d of Meeting No. III of drawing up an SOP for the start to conclusion of any IGIDR event, the coordinator informed that the SOP will be put together after taking inputs from the administration on the procedures involved in conducting an event. Further, a standardised template of the event debrief document will soon be circulated for faculty feedback and then finalized.

Action Taken: An Institute committee has been formed looking into the overall standardizing template for any IGIDR event including line item charges. The requirement to submit a debrief document for any event by the event coordinator has already been implemented.

5. Concerning the ATR of Agenda Item 3(i), namely, drawing up plans for academic and non-academic activities for the next two quarters, the following suggestions were made/decisions were taken:

(i) A tentative annual calendar of events be drafted before December 31, 2022.

Action Taken: The Annual events calendar is prepared and the same is being followed. The events calendar is also getting populated as the year progresses.

(ii) Gender sensitization and wellness programmes should be conducted at regular intervals every year.

Action Taken: These programmes have been incorporated in the Annual events calendar.

(iii) The dates of the four IQAC meetings to be annually conducted be marked in advance in the annual calendar.

Action Taken: The same has been updated in the annual calendar.

6. Concerning the ATR of Agenda Item 3(ii) of conducting Energy Audit and Green Environment Audit and sustainable activities on campus, the IQAC coordinator informed members of the non-availability of NABCB accredited agencies. It was decided that the institute will get the audit done by agencies with relevant technical qualifications by February/March 2023. The Registrar informed the committee that action in this regard is being taken at a fast pace.

Action Taken: The work for conducting the Energy, Green and Environmental audits has been completed and the reports have been shared with the IQAC.

7. Concerning the ATR of Agenda Item 3(iii) regarding the collection and analysis of feedback from all stakeholders on quality related institutional processes, the IQAC coordinator informed that the Institute may need to relook at the questionnaire and develop templates to improve the quality of the feedback received from stakeholders. Also, the feedback needs to be analysed and used to improve quality parameters. Committee members emphasised that apart from conducting student satisfaction surveys, exit interviews need to be conducted for students leaving the Institute, few weeks after their departure.

Action Taken: Feedback from all stakeholders has been taken as part of the submission of the Annual Quality Assurance Report (AQAR) 2021. The same has been analysed by the IQAC Secretariat and uploaded on the Institute website. The process of revising the questionnaires will be initiated while preparing the AQAR 2022. The suggestion on exit interviews has been noted.

8. Concerning the ATR Agenda Item 3(iv) d, of organizing training programmes for students seeking placements, the Dean Academic Affairs that the training programs will be offered next year onwards.

Action Taken: Training needs to be organized for the current first year students in the next semester. The training programme can be held before the placement week i.e. December 2023.

Agenda Item 3: Discussion of gaps in NAAC recommended activities in order to draw up strategies to bridge the gaps and identify specific areas of thrust in the coming year that can positively impact NAAC assessment.

1. It is important to examine the gaps in the existing system with respect to each criterion and work backwards to close the gaps and be in compliance.

Action Taken: Such an assessment is being made on a regular basis.

2. Curricular aspects: Seek information from faculty members on course revision in percentage terms. Course revision, existing courses and introduction of new courses may be included in academic council meeting agenda for information as per NAAC requirement. Faculty members can be asked to specifically list course outcomes in their respective course outline along with highlighting the employability/entrepreneurship /skill development in course outcomes.

Action Taken: Information from faculty has been sought on course revision prior to submission of AQAR 2021. With regard to the approval of new courses by the Academic Council (AC) as per NAAC requirement, three new elective courses were approved in the last AC meeting dated January 5, 2023. Course outcomes are being included as per NAAC format in respective courses.

3. Promotion of Research and Facilities: The institution provides Professional Development Scheme to its faculty members for research related activities but it is not considered as seed money for research. This matter need to be taken up by appropriate authorities.

Action Taken: Noted.

4. The Institute also needs to be proactive on e-content development.

Action Taken: An e-content development policy needs to be discussed and formulated.

5. Quality workshops can be undertaken for faculty, staff and students.

Action Taken: Has been incorporated in the Annual Event Calendar

6. Governance, Leadership and Management: Mission and vision documents can be reviewed, signed and saved in a centralised repository.

Action Taken: Noted.

7. The Institute can consider faculty development programs in consultation with faculty. The Dean of Faculty can look into this matter.

Action Taken: Noted.

8. The core decision emerging out of the presentation and its discussion was that in order to maximize compliance with the NAAC criteria and to institutionalise and attain quality excellence, teams need to be constituted at the Institute with faculty and staff members and students where applicable. The Terms of Reference of the teams would be to take steps to operationalize and implement NAAC recommended activities laid down in the AQARs and the Self Study Report. A total of seven core teams are to be formed, one for each NAAC criterion with each team having a coordinator. All teams will work in coordination with the IQAC Secretariat.

Action Taken: The Institute is considering the constitution of committees to look into the seven NAAC criteria and for preparing for the upcoming NAAC assessment.

Jankar
- IQAC
(Convenor)