

Action Taken Report on Recommendations of IQAC Meeting dated November 9, 2022

I. Agenda Item 1: Follow up action on suggestions on Action Taken Report of second IQAC meeting, Friday, July 15, 2022.

- a. **Decision:** Events Folder to be created on the IQAC google drive and maintained by the IQAC Secretariat. This folder can be accessed by any faculty member coordinating other Institute events and can serve as a point of reference.
Action Taken: Events folder created.
- b. **Decision:** Information on all events conducted at IGIDR may be systematically disseminated on social media via twitter, linked in or any other platforms.
Action Taken: Suggestion noted and action is being taken as and when event is being organized.
- c. **Decision:** A digital compendium of key IGIDR activities may be published annually and widely disseminated.
Action Taken: Suggestion noted.
- d. **Decision:** SOP to be drawn up for the start to conclusion of any IGIDR event.
Action Taken: Action initiated.
- e. **Decision:** An IQAC sub-committee may be formed to monitor and plan all NAAC recommended activities on a regular basis.
Action taken: Committee formed.

II. Agenda Item 3(i): Plans for academic and non-academic activities for the next two quarters.

Decision: Activities like Yoga, Mental Health and Gender sensitization can be held twice a year.

Action Taken: A tentative calendar of key events for next year to be drawn up by December 2022. Yoga sessions, mental health and gender sensitisation programmes initiated.

III. Agenda Item 3 (ii): Conducting Energy Audit and Green Environment Audit and sustainable activities on campus.

Action Taken: The Estate department has initiated the process of conducting Energy, Environment, and Green Audits on the campus. The necessary procurement process will be done as per the GFR.

With reference to the NAAC advisory dated 26.05.2022 on ISO 9001 Certification/ Green Certificates/Audits for educational institutions it is mentioned that "in case any institution goes for a Green Audit, it should ensure that the agency is accredited as per ISO 17020 for a recognized standard/ criteria for Green audits by NABCB or any member of ILAC and the report/certificates carries the logo of the AB." However, after checking the website of the NABCB for the list of agencies accredited for Green audits and enquiring with the NABCB office, they informed us that the accreditation of agencies for green audits is in process. Therefore, the audits of the Energy, Environment, and Green audits on the IGIDR campus will be carried out with other agencies conducting such services for the institutions. However, the institute may carry out the Green audit once again next year based on the availability of a list of accredited agencies from the NABCB.

IV. Agenda Item 3(iii) Collection and analysis of feedback from all stakeholders on quality related institutional processes.

Decision: The suggestion was that surveys may be made mandatory for stakeholders.

Action Taken: Suggestion under consideration.

V. **Agenda Item 3(iv): Documentation of the various programmes/activities leading to quality improvement.**

a. **Decision:** The IQAC sub-committee can, in consultation with faculty, administration and students, prepare an Annual Calendar of events and training activities which will be of value to faculty, students and staff.

Action Taken: A tentative annual calendar of key events for next year to be drawn up by December 2022.

b. **Decision:** The Dean of Faculty can write to faculty requesting one suggestion on how they can contribute to quality improvement at the institutional level. Likewise, the student representative of the IQAC can coordinate and collate suggestions on quality improvement from students for consideration. Some incentives can be given to students for suggesting initiatives to improve institutional quality, such as prizes for the best suggestion received.

Action Taken: The process will be initiated soon.

c. **Decision:** With regard to extension activities, the Social Welfare and Community Development Committee of the Institute can invite SMEs to the campus for talks on financial literacy/financial inclusion/GST. Similar such events in coordination with local NGOs can be organized for other sections of the community.

Action Taken: The Social Welfare and Community Development Committee (SWCDC) of the Institute has been reconstituted with a faculty member and administrative officer as convener and co-convener respectively, two members of administrative staff and ten student members to conduct extension activities. This would be a student led initiative. SWCDC had its first meeting and members are in the process of planning of extension activities for 2023 and will take on board the suggestions made by IQAC.

d. **Decision:** Training programmes for students seeking placements may be organized.

e. **Decision:** Nature clubs can be constituted.

Action Taken (d-e): Action under consideration.


f. **Decision:** An SOP of extension activities by the Institute may be prepared.

Action Taken: Action initiated.

g. **Decision:** The sub-committee should pool suggestions on quality improvement received from different stakeholders and propose a time-bound action plan of selected suggestions.

h. **Decision:** Appropriate measures should be taken to internalize quality culture in the Institute.

Action Taken (g-h): Will be taken up in 2023.


Coordinator, IQAC.