

Action Taken Report on Recommendations of IQAC Meeting dated July 15, 2022

I. Agenda Item 2: Drawing up Standard Operating Procedures for debriefing on events conducted at IGIDR.

Action Taken: Communication is being sent to the coordinator of any IGIDR event to submit a debrief on conclusion of the event, which is duly approved by the Director and then filed with the IQAC secretariat. This de-brief may contain the following:

1. Prospectus of workshop/conference
2. List of participants along with their affiliations
3. Geotagged photographs of the highlights of the event
4. A signed report of the workshop/conference which may include
 - a. the objectives of the event
 - b. a description of the proceedings
 - c. highlights of the event
 - d. outcome of the event
 - e. feedback on the event, and finally
 - f. Concluding observations and plans, if any, for the future.

II. Agenda Item 3.3: Additional Institute value added activities that can be introduced and upgradation of learning infrastructure

Action Taken: Some value added activities have been planned in the present quarter. These include yoga sessions, mental health awareness programmes. Upgradation of learning infrastructure in terms of setting up an audio-visual center is also in process. The room in RB2 2nd floor has been identified for the Recording studio/Media centre. Some vendors have surveyed the site to study our requirements for the required design. Also, received a budgetary proposal for the same. Soon the proposal will be put up for principal approval from the authority and tender from vendors will be invited.

III. Agenda Item 3.4: Meeting of Registrar with Section heads of all relevant departments to discuss and identify the key issues and plan activities for 2022 as well as start preparations for the next cycle of NAAC assessment in 2023.

Action Taken: A meeting with former Director Professor Mahendra Dev, Registrar, Chief Administrative Officer, Section Heads and IQAC Coordinator and Co-coordinator was held on August 10, 2022. Based on the discussion in the meeting, the following actions have been taken:

- a. Internal processes have been set up for real time sharing of NAAC related information by each department which can be accessed via Google drive by the IQAC Secretariat.
- b. An IQAC internal audit committee, comprising the Coordinator, Co-coordinator, Registrar and Chief Administrative Officer has been set up to monitor planned activities on a monthly basis as also start preparations for the next cycle of assessment. The committee has had three internal meetings to this effect.
- c. The Internal Committee has also identified gaps in NAAC recommended activities. This exercise can be presented in the next IQAC meeting to draw up strategies to bridge the gaps and draw up areas of thrust that can positively impact NAAC assessment.

