INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Date: April 18, 2022

A virtual meeting of committee members of the Internal Quality Assurance Cell (IQAC), IGIDR was held on Tuesday, March 22, 2022, at 4-00 p.m. . This was the first IQAC meeting of the calendar year January – December 2022.

Members present –

1.	Chairperson: Head of the Institution	Dr. S. Mahendra Dev
2.	Teachers to represent all levels	Dr. Manisha Jain
		Dr. G. Mythili
		Dr. K. V. Ramaswamy
		Dr. Shubhro Sarkar
3.	Member of the Management	Dr. Subrata Sarkar
4.	Senior Administrative officers	Mr. Jai Mohan Pandit Dr. S. M. Pujar
5.	Nominee from Alumni	Dr. Tirthankar Patnaik
6.	IQAC Nominee from Industry	Dr. Indranil Pan
7.	Nominee from Student	Mr. Prasun Bhattamishra
8.	Coordinator	Dr. Jayati Sarkar
	In Attendance:	
	Administrative Officer	Mr. Samir Parab
	IQAC Secreteriat	Ms. Sneha Singh
	Administrative Assistant	Ms. Archana Sharma

Dr. Romar Correa was granted leave of absence.

Agenda Items:

1. Action Taken Report (ATR) of the fourth IQAC meeting held on December 28, 2021.

2. Tabling of Draft Academic and Administrative Audit Report 2020 for feedback and approval.

3. Tabling of Draft Annual Quality Assurance Report (AQAR) 2020 for feedback and approval.

4. Any other matter with the permission of the Chairperson.

Summary of Discussion and Decisions Taken

I. **Agenda Item 1: Action Taken Report (ATR) of the first IQAC meeting held on March 22, 2022.**
The IQAC Coordinator gave a brief presentation of the Action Taken Report (ATR) on the recommendations of the IQAC meeting held on March 22, 2022 regarding the Successful submission on May 13, 2022, of the Annual Quality Assurance Report (AQAR) 2020-21 along with the Academic and Administrative Audit Report'21.

II. **Agenda Item 2: Round up of IGIDR activities for the period March 22 to July 15, 2022.**

The IQAC Coordinator gave a brief presentation about the IGIDR activities for the period March 22 to July 15, 2022 and placed the following for discussion by committee members:

Standard Operating Procedures may be formally drawn up for events conducted at IGIDR.
All documentation starting from brochure, proceedings, geo-tagged photographs, and report of the event may be drawn up and shared with IQAC after the event is wrapped up.
Report of each event may be included in the newsletter.

It was recommended by the committee that each coordinator of an event should be aware about the Standard Operating Procedures and follow these to the extent possible.

III. **Agenda Item 3 : Reviewing NAAC requirements for the Annual Quality Assurance Report and Self Study Report (new templates) and identifying additional areas of thrust for the Institute.**
1. The IQAC Coordinator apprised the members of the following requirements for continual NAAC Accreditation and Assessment.
    (i)   CYCLES OF ACCREDITATION: IGIDR completed three cycles: 2002, 2011, 2018
    (ii)   NEXT ASSESSMENT: NOVEMBER 2023
    (iii)   Filing Annual Quality Assurance Report
    (iv)   Filing Self-Study Report every five years for continual AccreditationCritical components of AQAR/SSR
    (v)   Filling up of AQAR/SSR including uploading data files according to templates
    (vi)   Data Validation and Verification (DVV)
    (vii)   Student Satisfaction Survey (SSS)
    (viii) Bibliometric Data Collection
    (ix)   Changes in Benchmarks, Data Requirements and Evaluation Metrics since last assessment in 2018

2. AQAR Submissions: Current Status - The members were informed that the requirements for the AQAR have changed significantly 2020 onwards as compared to that of the previous years and that every metric, both qualitative and quantitative now require supporting documents for the data provided by the Institute. For AQAR 2020, the Institute has tried its best to provide the required data and documents.

3. In light of the experience in filling up AQAR 2020, the IQAC coordinator brought to the attention of the committee members some additional activities, such as extension activities, value added activities that can be introduced and some upgradation of some learning infrastructure.

4. It was decided that the next step will be that Registrar will have a meeting with Section heads of all relevant department to discuss and identify the key issues and plan activities for 2022 as well as start the preparations for the next cycle of NAAC assessment in 2023.

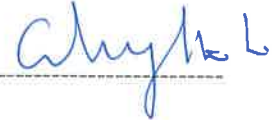5. It was proposed that Dr. Manisha Jain, member of IQAC, be appointed as co-cordinator of IQAC.

The meeting ended with a vote of thanks from Chairperson of the IQAC committee.

(Dr. S. Mahendra Dev)   (Dr. Manisha Jain)   (Dr. G. Mythili)

(Dr. K.V. Ramaswamy)   (Dr. Shubhro Sarkar)   (Dr.Subrata Sarkar)

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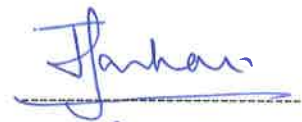
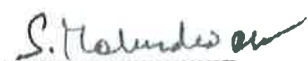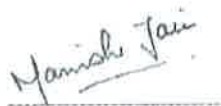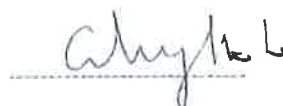(Dr. Jai Mohan Pandit)   (Mr. Prasun Bhattamishra)   (Dr. Jayati Sarkar)

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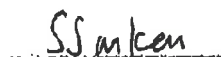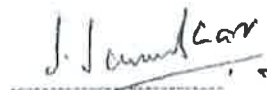
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