



INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Date: August 08, 2022

A virtual meeting of committee members of the Internal Quality Assurance Cell (IQAC), IGIDR was held on Friday, July 15, 2022, at 4-30 p.m. This was the second 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
	<u>In Attendance:</u>	
	Administrative Officer	Mr. Samir Parab
	Administrative Assistant	Ms. Archana Sharma

Dr. Romar Correa was granted leave of absence.

Agenda Items:

1. Action Taken Report (ATR) of the first IQAC meeting held on March 22, 2022.
2. Round up of IGIDR activities for the period March 22 to July 15, 2022.
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.
4. Any other matter with the permission of the Chairperson.

Summary of Discussion and Decisions Taken

The IQAC coordinator welcomed the Chairperson of IQAC, Shri Jose J. Kattoor, Director, Indira Gandhi Institute of Development Research and Executive Director RBI, and introduced all members present at the meeting.

The Chairperson of IQAC then made his opening remarks and conducted the proceedings of the meeting.

Agenda Item 1: Action Taken Report (ATR) of the second IQAC meeting, Friday, July 15, 2022.

Committee members were briefed about the ATR on the recommendations of the IQAC meeting No. II held on Friday, July 15, 2022. The following suggestions were made on the actions taken:

- a. Regarding the ATR of Agenda Item 2 of Meeting No. II, on drawing up Standard Operating Procedures for de-briefing on events conducted at IGIDR, a common folder "Events Folder" 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.
- b. Information on all events conducted at IGIDR may be systematically disseminated on social media via twitter, linked in or any other platforms.
- c. A digital compendium of key IGIDR activities may be published annually and widely disseminated.
- d. Similar to the Standard Operating Procedures (SOP) drawn up for post-event de-briefing, an SOP may also be created for the start to conclusion of any Institute event. Till such time the documentation process is finalized, all relevant information should be shared with concerned coordinator of an event by the administration via email.
- e. An IQAC sub-committee may be formed to monitor and plan all NAAC recommended activities on a regular basis. The deliberations and decisions taken by the Committee in any meeting should be shared with the Director for further suggestions and feedback.

Agenda Item 2: Round up of IGIDR activities for the period July 16, 2022 to November 9, 2022.

The IQAC coordinator informed the Committee members about the IGIDR activities held during the period July 16, 2022 to November 9, 2022.

Agenda Item 3:

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

Decision Taken: The proposal of conducting yoga sessions to be finalized by the end of November 2022. A calendar of key events spanning the academic year should be drawn up in advance similar to the Academic Calendar.

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

3.(ii) Conducting Energy Audit and Green/Environment Audit on the campus and sustainable activities on campus.

Decision Taken: Invite proposals on a time bound basis to conduct audit on green energy and environment on campus by certified accreditation bodies.

Suggestion: The Institute should contact at the earliest, different audit organisations like Indian Green Building Council (IGBC) and explore the award for certification for the campus buildings.

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

Suggestion: Surveys may be made mandatory for stakeholders.

3.(iv) Documentation of the various programmes/activities leading to quality improvement.

Suggestions:

- a. 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.
- b. 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.
- c. 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.
- d. Training programmes for students seeking placements may be organized.
- e. Nature clubs can be constituted.
- f. An SOP of extension activities by the Institute may be prepared.
- g. The sub-committee should pool suggestions on quality improvement received from different stakeholders and propose a time-bound action plan of selected suggestions.
- h. Appropriate measures should be taken to internalize quality culture in the Institute.

The meeting ended with a Vote of Thanks by the Chairperson.

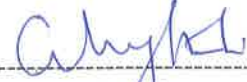
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(Shri Jose J. Kattoor)



(Prof. C. Veeramani)



(Prof. G. Mythili)



(Prof. K.V. Ramaswamy)



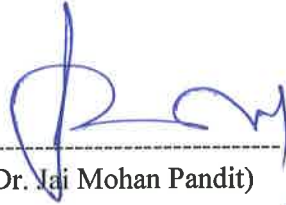
(Dr. Shubhro Sarkar)




(Prof. Srijit Mishra)



(Prof. Subrata Sarkar)



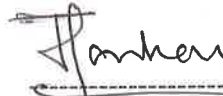
(Dr. Jai Mohan Pandit)



(Dr. S. M. Pujar)



(Dr. Tirthankar Patnaik)



(Prof. Jayati, Sarkar)



(Dr. Manisha Jain)