INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Date: December 13, 2022

Minutes of IQAC meeting No. IV on December 06, 2022 at 04.30 p.m.

A meeting of the Internal Quality Assurance Cell (IQAC), IGIDR was virtually held on Tuesday, December 06, 2022 at 04.30 p.m. This was the fourth IQAC meeting of the calendar year January – December, 2022.

Members present:

Chairperson: Head of the Institution	Mr. Jose J. Kattoor (Director)
Faculty to represent all levels	Prof. C. Veeramani
	Prof. G. Mythili
	Prof. K. V. Ramaswamy
	Prof. Srijit Mishra
Member from the Management	Prof. Subrata Sarkar
Nominee from Local Society	Prof. Mala Lalvani
Nominee from Alumni	Dr. Tirthankar Patnaik
Nominee from Students	Mr. Prasun Bhattamishra
Nominee from Employers/Industrialists /Stakeholders:	Mr. Indranil Pan
Senior administrative officers	Dr. Jai Mohan Pandit
	Dr. S. M. Pujar
IQAC Coordinator	Prof. Jayati Sarkar
IQAC Co-coordinator	Dr. Manisha Jain
In Attendance:	
Administrative Officer	Mr. Samir Parab
IQAC Secretariat	Ms. Archana Sharma

Dr. Shubhro Sarkar was granted leave of absence.

Agenda Items

1. Action Taken Report (ATR) of the third IQAC meeting held on Wednesday, November 09, 2022.

2. Round up of IGIDR activities for the period November 10, 2022 to December 06, 2022.

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.

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

<u>**Summary of Discussion and Decisions Taken**</u>

The IQAC coordinator welcomed members present at the meeting. The Chairperson of IQAC, Mr. Jose J. Kattoor, Director, Indira Gandhi Institute of Development Research and Executive Director RBI, then welcomed Prof. Mala Lalvani, Professor, University of Mumbai, who has joined IQAC as the Nominee from Local Society. Following this, the Chairperson made his opening remarks in which he highlighted the need for attaining NAAC mandated quality standards in all Institute activities and noted the progress that has been made in this regard. He emphasized the need to develop systems for improvement of academic and administration performance of the Institute and to institutionalize best practices. Following the opening remarks, the Chairperson conducted the proceedings of the meeting.

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

The IQAC Committee members were briefed about the ATR on the recommendations of the IQAC meeting No. III held on Wednesday, November 09, 2022. The following suggestions were made/decisions taken on the actions taken:

1. The time frame for each Action to be Taken can be set before-hand to implement decisions in a time bound manner.
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: Registrar]**
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: Registrar]**
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: IQAC Coordinator & Co-coordinator]**
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.
    (ii) Gender sensitization and wellness programmes should be conducted at regular intervals every year.
    (iii) The dates of the four IQAC meetings to be annually conducted be marked in advance in the annual calendar.
    [Action: IQAC Internal Sub-Committee]
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

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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: Administration]**

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: IQAC Coordinator]**

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: Dean Academic Affairs]**

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 November 10, 2022 to December 06, 2022.

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.

The IQAC coordinator made a presentation on the way forward for NAAC recommended activities of the Institute and to prepare for the upcoming cycle of assessment in the year 2023. To contextualize the presentation, she mentioned that based on the last NAAC assessment as well as the subsequent Annual Quality Assurance Reports (AQARs) submitted, the IQAC Secretariat initiated at the time of submission of AQAR 2020-21, the process of identifying existing gaps in activities and documentation in NAAC recommended quality parameters and drawing up plans to bridge the gaps to the extent possible in the short to medium run. The identification exercise was conducted with reference to the Standard Operating Procedure (SOP) For Data Validation and Verification of General Universities updated as on 01-01-2021 published by NAAC and the NAAC Manual for Self-Study Report for Universities. The coordinator emphasised that the Institute is largely meeting the NAAC requirements but there is definite scope for improvement and coverage; the identification exercise was not only to find out existing gaps with regard to the SOPs, but also in stepping up existing activities and documentation in line with all NAAC recommendations.

The presentation by the coordinator highlighted the seven of criteria of NAAC accreditation and assessment, namely (1) curricular aspects (2) teaching learning and evaluation (3) research, consultancy and extension (4) infrastructure and learning resources (5) student support and progression (6) governance, leadership and management, and (7) institutional values and best practices. For each of this criterion, the gap identification exercise entailed listing out areas where improvement in documentation of activities as per NAAC requirements was needed and where new activities/processes needed to be introduced or existing ones needed to be stepped up.

Overall, the exercise created four areas of modifications and/or additions, namely (i) activities/processes (ii) documentation (iii) policy/strategy, and (iv) systems.

Along with the general discussion of the points brought out by the presentation, the following suggestions were made and decisions were taken:

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.
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.
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.
4. The Institute also needs to be proactive on e-content development.
5. Quality workshops can be undertaken for faculty, staff and students.
6. Governance, Leadership and Management: Mission and vision documents can be reviewed, signed and saved in a centralised repository.
7. The Institute can consider faculty development programs in consultation with faculty. The Dean of Faculty can look into this matter.
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:IQAC Coordinator]

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

(Mr. Jose J. Kattoor)

(Prof. C. Veeramani)

(Prof. G. Mythili)

(Prof. K.V. Ramaswamy)

(Prof. Srijit Mishra)

(Prof. Subrata Sarkar)

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