INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

Date: June 8, 2020

Minutes of the virtual meeting held on May 28, 2020 at 11.00AM

A virtual meeting of all committee members of the Internal Quality Assurance Cell (IQAC), IGIDR was held on Thursday, May 28, 2020 between 11.00 a.m. and 1.00 p.m. This was the first IQAC meeting of the calendar year January – December, 2020.

Members present:

1. Chairperson: Head of the Institution	Dr. S. Mahendra Dev
2. Teachers to represent all level	Dr. Manisha Jain
	Dr. G. Mythili
	Dr. K. V. Ramaswamy
	Dr. Shubhro Sarkar
	Dr. Rajendra Vaidya
	Dr. C. Veeramani
3. Member from the Management	Dr. A. Ganesh Kumar
4. Senior administrative officers	Mr. Jai Mohan Pandit,
	Dr. S. M. Pujar
5. Nominee from Student	Mr. Abhishek Dureja
6. Nominee from Alumni	Dr. Tirthankar Patnaik
7. Nominee from Industry	Dr. Indranil Pan
8. Coordinator	Dr. Jayati Sarkar

In Attendance:	
Administrative Officer	Mr. Samir Parab
IQAC Secretariat	Ms. Archana Sharma

Professor Romar Correa, IQAC Nominee from Local Society, was granted leave of absence.

Agenda Items

1. Update by the IQAC Coordinator on the action taken based on the Minutes of the IQAC Meeting dated December 20, 2019.
2. Presentation by Dr. Ajit Thete, consultant to IGIDR for advising the Institute on compliance requirements of the National Assessment and Accreditation Council. Dr. Thete to inform the committee on the following:
   a. The role and functioning of IQAC
   b. The best practice requirements for the Annual Quality Assurance Report (AQAR) to be filed by the Institute by December 31 every year.
3. Formation of Academic and Administrative Audit (AAA) committee as per NAAC requirements.
4. Formation of IQAC sub-committee to Review Policy initiatives in alignment with NAAC requirements.

I. Agenda Item 1

1. IQAC Coordinator gave a brief presentation on the Action Taken Report on the Recommendation of the IQAC Meeting dated December 20, 2019 (Action Taken Report - copy enclosed)
2. The deadline for submission of the AQAR every year is December 31 covering the activities between January 1 and December 31 of the concerned year.
3. Institute will be publishing a newsletter every quarter and a sub-committee can be formed to decide on the modalities of the same.
4. IQAC sub-committees can have non-IQAC members.

II. Agenda Item 2

1. Dr. Ajit Thete gave a presentation on Internal Quality Assurance Cell (IQAC) of 2020-21.
2. The highlights of the presentation were as follows:
   a. NAAC: Core and Mandatory Committee
   b. Role of the IQAC committee is important for filing the Self Study Report (SSR) and the Annual Quality Assurance Report (AQAR) to NAAC.
   c. 7 Criteria of NAAC that need to be focused on:, namely
      - (i) Curricular Aspects
      - (ii) Teaching Learning and Evaluation
      - (iii) Research, Consultancy and Extension
      - (iv) Infrastructure and Learning Resources
      - (v) Student Support and Progression
      - (vi) Governance, Leadership and Management
      - (vii) Institutional Values and Best Practices
   d. The Value Framework for NAAC, the Role, Vision and Functions of IQAC committee.
   e. Most NAAC criteria have been properly addressed by the Institute.
   f. Areas were more focus needed:
      - (i) Curriculum enrichment such as Value added courses (e.g: Initiatives taken by faculty should be documented)
      - (ii) Life skills/ Transferable skills have to be developed further
      - (iii) Feedback system: Collecting feedback from Students/Teachers/ Alumni/ Parents and Employers.
      - (iv) Catering to student diversity (e.g. Slow track system followed by the Institute to be properly documented)
      - (v) Student Performance and Learning outcomes – Identify benchmark for outcome based education (e.g. course outcome/ Programme specific outcome etc.)
      - (vi) Student Satisfaction Survey to be conducted broadly in line with NAAC criteria: Institute can take it as a tool to redesign the process, to evaluate and access the available facilities and based on feedback received from students Promote/address the same.
      - (vii) Memorandum of Understanding can be created where Institute has collaborations.
      - (viii) Develop a system for documenting the maintenance of campus infrastructure.
      - (ix) Although initiatives have been taken in terms of Institutional values and social responsibilities, evidences for the same have to be created which can be reported during the assessment.
      - (x) The submission of AQARs has to be examined and approved by the IQAC Committee.
3. Dr. Thete to share the list of documents which are required to meet the different NAAC criteria.

Summary of Discussion on Agenda Item 2
1. For suggestions/initiatives on student related matters, the consultant suggested that a SWOC (Strength, Weakness, Opportunity and Challenge) analysis be conducted by the students and forwarded through the student representative to the IQAC for consideration.
2. Preparatory classes and other academic programme related initiatives should be properly documented.
3. Centralised collection of information may be considered.
4. An action plan for Institute activities may be drawn up for the current year.

III. Agenda Item 3 Academic and Administrative Audit Committee (AAA)
1. As per NAAC requirement, an Academic and Administrative Audit (AAA) has to be undertaken every year.
2. An AAA committee needs to be formed before filing AQARs every year.
3. Report submitted by the AAA Committee has to be uploaded on university website.
4. The AAA Committee should comprise of 3 external members.
5. The scope of the AAA Committee is mentoring done based on 7 Criteria.
6. Based on AAA committee suggestions, an Action Taken Report should be prepared.

IV. Agenda Item 4: Formation of IQAC sub-committee to Review Policy initiatives in alignment with NAAC requirements
1. Depending upon the focus areas four to five IQAC sub-committees can be formed. Based on the seven NAAC criteria, formation of seven sub-committees can also be considered.
2. Sub-committees to be formed for year 2020 onwards.

Summary of Discussion on Agenda Item 4
1. Need to institutionalize the entire process of filing AQARs for coming years. For this purpose, the following suggestions were made:

   (i)   Need to have a format, consistent with the AQAR template, through which information is sought from faculty, students and staff.
   (ii) The reporting in the Institute Annual Report should be structured in a way to be consistent with the 7 criteria required by NAAC.
   (iii) Given (i) and (ii) above, the process of filing AQARs and the associated work of the IQAC becomes streamlined. Role of IQAC at IGIDR.

2. The role of IQAC in the context of IGIDR should be such that every individual faculty continue to have complete autonomy in deciding on the quality of the curriculum and its upgradation, and the IQAC can play a role at the institutional level through making general suggestions on quality of the academic programmes at an overall level.
3. It was suggested that to the extent possible, external members can be put in the same sub-committees so that their inputs can be coordinated better.
4. It is imperative that a formal Management Information System (MIS) be set up where all relevant data can be documented on a year to year basis.

V. Decisions Taken

Following the discussion on Agenda Items 1- 4 and a detailed general discussion on the scope and functioning of IQAC, the following decisions were recorded:

1. The committee agreed to the constitution of IQAC sub-committee to review policy initiatives in alignment with NAAC requirements. Further sub-committees be formed as deemed necessary. The sub-committees can include faculty, staff and students who are not members of IQAC.
2. The committee agreed to the constitution of the Academic and Administrative Audit (AAA) committee as per NAAC requirements. The committee should include at least one person who has the information about NAAC requirements.

The meeting ended with a Vote of Thanks from the Director.

(Dr. S. Mahendra Dev)

(Dr. Manisha Jain)

(Dr. G. Mythili)

(Dr. K.V. Ramaswamy)

(Dr. Shubhro Sarkar)

(Dr. Rajendra Vaidya)

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