No.F.GGSIPU/DD/2020-21/ Dated: 08.08.2020

## MINUTES OF THE MEETING

The Indraprastha Internal Quality Assurance Cell (IIQAC) meeting was held on July 29, 2020 at 11.00 AM in the Online mode.

The agenda and minutes of the meeting are as under:-

**Agenda 1:** To approve the minutes of the last meeting held on January 27, 2020.

The minutes were circulated to all the members by email. Since no comments have been received, the minutes are deemed to be considered as approved.

**Agenda 2:** To review the Action Taken Report for the points emerging from last meeting.

The Action taken report on the minutes is attached as Annexure 'A' to the minutes.

**Agenda 3:** To welcome the new members of IQAC.

The Vice Chancellor and the Member Secretary welcomed all the new members of the IIQAC Cell for a period of two years from 28th January 2020. This was followed by self-introduction of all the members. The Hon'ble Vice Chancellor expressed happiness that the current team is a blend of youth and experienced people from different domains such as academics, industry, society, and faculty from USS and Non-Teaching staff. He desired that we should regularly hold the meetings so as to ensure that we bring necessary transformation in various processes especially during the challenge of covid-19 pandemic, which has lead to a huge impact on the students and the teachers alike.

**Agenda 4:** To discuss the conduct of activities related to Quality by IIQAC.

- The IQAC Cell organised one day workshop on Outcome based Education and Attainment of Learning outcomes on 24th February 2020.

- The IQAC Cell planned a Colloquium Lecture from Distinguished personalities on April 15, 2020 by Sh Bhure Lal, IAS, Chairman EPCA. The said event could not take place due to lockdown.

- The IQAC Cell organised an online Panel Discussion on "Gender Equality and Women's Rights" on July 15, 2020.

- The IQAC plans to organise webinars in the current semester on Education 4.0, Moodle LMS- Installation, Management and Assessment, NBA Accreditation and Outcome based Education, Art of Writing Quality Papers and Research Proposals for Projects, etc.

- All the members were requested to suggest contemporary themes for holding useful events/activities to prepare the faculty, staff and students for the future time and come out of the depression phase due to lockdown of institutions.

**Agenda 5**: To discuss the strengthening of infrastructure/tools to support online education for students and academic functioning during pandemic

During closure of the University and inability to have face to face classes, the University plans to strengthen its IT infrastructure so as to support and enable online education.

**This includes:**

a) Upgrading the existing server hardware and software

b) Online classes and meeting software licenses to enable interaction among students, faculty and other stakeholders. This should enable conduct of online seminars, workshops, FDPs, and their live streaming on social media platforms for wider dissemination and participation. This should also have built-in tools for assessment tools apart from recording of lectures for future references.

c) To undertake formal implementation of Cloud based Learning Management System (LMS) for access by students and teachers to enable continuous interaction and assessment history, etc. The repository of all lectures and other study material to be a part of the LMS. This to be done on open MOODLE platform.

d) To permit reimbursement for Internet connection under the faculty development grant to faculty.

**Agenda 6**: NIRF Ranking – 2020- An analysis for action plan

The NIRF 2020 ranking announced by MHRD in June 2020 were presented before the members. A comparison was also presented across various years on the ranking parameters, i.e. TLR, RPC, GO, OI and Perception. After detailed deliberations, the following action points were identified to work towards continuous improvement.

The analysis report is attached as Annexure 'B'.

**Agenda 7**: Status regarding Career Advancement Scheme (CAS) implementation

The status report was requested from the JR Personnel. It was informed that the CAS processing work is in progress. The Performance Appraisal report from the faculty is pending, which has been requested by JR Personnel from all faculty.

**Agenda 8:** To discuss the plan of action for 3$^{rd}$ cycle of NAAC accreditation

• Interaction with all branches/schools for interactions/doubts/data issues, etc. has begun with data requirements sent to them. Regular periodic review meetings would be held with all heads and coordinators.
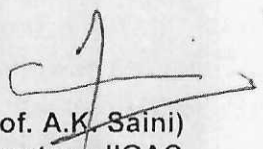• **Target timelines:**

a) Receipt of data from Branches/USS: **August 20, 2020**

b) Completion of qualitative write-ups: **September 5, 2020**

c) Consolidation of data from USS/Branches: **10$^{th}$ Sept. 2020**

d) Consolidating all supporting documents: **30$^{th}$ Sept. 2020**

e) Submission of IIQA : **30$^{th}$ Sept 2020.**

f) Submission of final SSR Online: **Within 45 days.**

**Agenda 9:** Any other agenda with the permission of the Chair.

a) Regarding exploring continuous evaluation system in various programs of the University to overcome the current examination problems and issues like in universities abroad.

University has initiated the process of exploring the adoption of continuous assessment methodology in lieu of end term examination, as per the practice in several foreign universities abroad. The committee has been constituted under the Director-Academic Affairs for the same.

(Prof. A.K. Saini)
Member Secretary, IIQAC

Copy to: All Members of IIQAC

# ACTION TAKEN REPORT OF THE IIQAC MEETING
## HELD ON 27.01.2020

ANNEXURE - A

**Agenda-wise Action Taken Report:**

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| 1. | To approve the minutes of the last meeting. | The minutes of the meeting as circulated to members were approved as no comments were received. |
| 2. | To review the Action Taken Report for the points emerging from last meeting. | Action Taken Report based on IIQAC Meeting held on 27.01.2020 is annexed as Annexure-'A'. |
| 3. | Submission for NIRF 2020 | The University submitted the NIRF 2020 information for the following four Schools of Study and the Overall University in the stipulated time. The Schools are: USMS, USICT, USLLS and USAP.<br><br>All the subsequent queries received from NIRF were also responded in time. |
| 4. | Submission of AQAR 2018-19. | The Annual Quality Assurance Report for the year 2018-19 was due for submission by the University during October 2019 to 25$^{th}$ January 2020.<br><br>The AQAR was submitted on 24$^{th}$ January 2020 in online mode after due approval by Competent Authority. |
| 5. | To discuss the conduct of activities related to Quality. | The IIQAC organized a one-day workshop on Outcome Based education (OBE) on 24$^{th}$ February 2020 and covered – How to prepare Course, Program and Program Educational outcomes (COs, POs and PEOs) and measuring their Attainment. More than 70 faculty members attended the workshop. It was conducted by Prof. P.S.Grover. |
| 6. | Strengthening of Incubation Activities. | The budget allocation for Incubation activities and supporting the start up activities has been made to Rs. 10 lakhs.<br><br>A workshop on IPR and Patent Filing was organized for faculty of GGSIPU on January 12, 2020 |

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| 7. | Status of Academic Audit for USS and Affiliated Institutes | The Internal and External Academic Audit was almost completed for USS except one School. The process was undertaken for Affiliated colleges and about 25% were completed before the closure of institutions w.e.f.19th March 2020. In view of the pandemic, it has been decided to give up the audit and the data provided by the Colleges shall be accepted as it is. |
| 8. | Issues in preparation of NIRF/AQAR data by USS | • Every School has initiated revision of program curriculum for adoption wef Academic year 2020-21. But due to lockdown on account of pandemic Covid-19, the exercise has not been completed till date.<br>• MOOCs courses adoption for credit in the degree has been forwarded to Director Academic Affairs for taking in Academic Council.<br>• Mechanism for identifying slow and advance learners for reserved category students and also based on UGC directive, has recently been undertaken for consideration.<br>• Mentor-Mentee system has been put in place by all schools.<br>• E-content development by faculty through MOOCs has been imitated and there are twenty proposals received and out of these about 8 are in final stage of completion.<br>• Schools have been advised to regularly organise Alumni meet on annual basis and the online alumni portal has been selected but need to be activated.<br>• Motivational schemes/awards for faculty who achieve any distinction outside the University has been finalised. |
| 9. | Motivational Scheme for faculty and students | Proposal has been approved and the same would be implemented in a ceremony to felicitate the relevant faculty and students. |

(Prof. A. K. Saini)
Member Secretary, IIQAC

# ACTION TAKEN REPORT OF THE IIQAC MEETING HELD ON 29.07.2020

**Agenda-wise Action Taken Report:**

| 1. | To approve the minutes of the last meeting held on 27.01.2020. | The minutes of the meeting as circulated to members of the last meeting were approved as no comments were received. |
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| 2. | To review the Action Taken Report for the points emerging from last meeting. | Action Taken Report based on IIQAC Meeting held on 29.07.2020 will be placed on the Table during the meeting. |
| 3. | To welcome the new members of IIQAC | The new members who joined the IIQAC for a two year term introduced themselves and were briefed about the objectives of the Cell and the roles and responsibilities to meaningfully contribute for the quality improvement of teaching learning process in the University. |
| 4. | To discuss the conduct of activities related to Quality by IIQAC | The Cell organized workshop on Open Source Referencing Management Software 'Mendeley Reference Manager' for the Faculty and Scholars of the University through Elsevier for managing bibliographic referencing. The workshop on Job Readiness during Turbulent Times: Skill Development Approach" was organized on 27th February 2021 jointly with Skill development Cell of the University for all the students of GGSIPU. The Workshop on Towards Quality publications and impactful Research: editors perspective" on January 8, 2021 for all Faculty members. |
| 5. | To discuss the strengthening of infrastructure /tools to support online education for student and academic functioning during pandemic. | The University has subscribed to dedicated Online Conferencing platform Cisco Webex for all the teachers of the University. The teachers have been advised to use all possible open digital resources and use them for teaching learning process apart from implementation of Learning Management System. |
| 6. | NIRF Ranking – 2020 – An analysis for action plan. | An in-depth analysis was done within the University and the action plan was drawn for sharing with the stakeholders. The core team of NIRF was also nominated to attend workshop for the same organized by State of Telengana in January 2021. |

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| | To discuss the plan of action for 3$^{rd}$ cycle of NAAC accreditation | The action targets are yet to be achieved due to covid19 situation and the new online examination process. The branch/school wise data collection has been completed. The qualitative write-ups have been completed. Validation of data from the concerned branches/schools has been done partially. The supporting documents from various sections are still to be completed and the efforts are on to get the same. As a result the IIQA and SSR is on hold. However, the first version of SSR has been completed for all criteria. New schedule need to be worked out. |
| 8. | Review regarding CAS implementation. | It was informed that University is working on the completion of process for undertaking CAS. The CAS has been completed in November 2020. |
| 9. | Any other agenda with the permission of the Chair. | Continuous evaluation system is still under discussion and is being considered for the new program scheme for the next academic session. |

(Prof. A. K. Saini)
Member Secretary, IIQAC