MINUTES OF THE MEETING OF "INDRAPRASTHA UNIVERSITY INTERNAL QUALITY ASSURANCE CELL" (IIQAC) HELD ON 20.06.2018 AT 3.30 PM IN THE HON'BLE VICE-CHANCELLOR'S CONFERENCE ROOM, GGS INDRAPRASTHA UNIVERSITY, SECTOR 16-C, DWARKA, NEW DELHI-110078

A meeting of the Indraprastha Internal Quality Assurance Cell was held on June 20, 2018 at 3.00 p.m. in Conference Room, Vice Chancellor's Secretariat, Guru Gobind Singh Indraprastha University, New Delhi-110078.

Members Present :

1. **Prof. Anil K. Tyagi**   - *In Chair*
   Vice-Chancellor
   GGS Indraprastha University

2. **Prof. Pushplata Tripathi**
   Pro-Vice Chancellor -   **Special Invitee**
   GGS Indraprastha University

3. **Sh. Satnam**
   Registrar
   GGS Indraprastha University

4. **Dr. Vinay Sah**, Assistant Professor
   University School of Chemical Technology

5. **Dr. Anuradha Jha**, Assistant Professor
   University School of Law and Legal Studies

6. **Dr. Durgesh Tripathi**, Assistant Professor
   University School of Mass Communication

7. **Dr. Manoj Taleja**, Associate Professor
   University School of Information Technology

8. **Dr. Sanjay Dhingra**, Associate Professor
   University School of Management Studies

9. **Prof. K.K. Aggarwal**, Professor
   University School of Biotechnology

10. **Mr. Sumant Sharma**, Assistant Professor
    University School of Architecture and Planning

11. **Dr. Gulshan Dhamija**, Assistant Professor
    University School of Basic and Applied Sciences

12. **Dr. Amit Ahuja**, Assistant Professor
    University School of Education

13. **Ms. Prarthana Aggarwal Goel**, Assistant Professor
    University School of Humanities and Social Sciences

14. **Prof. A.P. Mittal**
    Member Secretary, AICTE, Nelson Mandela Marg,
    Vasant Kunj, New Delhi-110067

15. **Sh. Subhash Chand Sharma**
    OSD (HVOC), Ministry of Consumer Affairs,
    Food and Public Distribution

16. **Prof. A.K. Saini,**
    Member Secretary, IIQAC

The following members could not attend the meeting due to their pre-occupation:

1. Sh. Pankaj Aggarwal, Dy. Registrar (GA).
2. Dr. Kiranmay Sharma, Associate Professor, University School of Environment Management.
3. Major General N.K. Dhir, Convenor-Indian Standard on QMS and
4. Prof. Neena Sinha, Dean, USMS, Special Invitee

Hon'ble Vice Chancellor welcomed all the members of the newly constituted IIQAC. This was followed by the introduction of the external members to the IIQAC. He asked the Member Secretary Dr. A.K. Saini to take up the agenda.

The Member Secretary briefed about the action and role of IIQAC in the University to all the new members. The objective of IQAC is to institutionalise the quality assurance strategies and processes in the University. It reviews its teaching learning process, structures, methodologies of operations and learning outcomes on periodic basis. It also undertakes different activities for promoting quality culture in the University. Some of the quality assurance initiatives adopted by University are:

a) Submission of AQAR to NAAC.

b) Feedback collection analysis for improvement from various stakeholders.

c) Academic Audit with follow up action.

d) Participation in NIRF.

The agenda and minutes of the meeting are as under:

Agenda 1: To approve the minutes of the last meeting

Minutes: The minutes were circulated to the members. Since no comments have been received, the minutes are considered to be approved.

Agenda 2: To review and assess the NIRF 2018 report for necessary action such as Perception, etc.

Minutes: The detail of the NIRF ranking of the University vis-a-vis Delhi University for the last 3 years was shared with the members. NIRF system started in 2016 and University Rank was 21. In 2017 University Rank was 82. In 2018 University Rank is 74.

The deliberations were held on different parameters such as Teaching, Learning & Resources, Research and Professional Practice (RPC), Graduation Outcomes (GO) and Outreach and Inclusivity (OI). After lot of deliberations, it was unanimously agreed that more efforts are required to be made on Perception, RPC and OI. It was advised that the faculty members through concerned Dean should be encouraged to work towards quality publications, patent filing and attracting economically and social challenged students, etc. Regarding improvement of perception a number of steps were advised to be adopted such as:

a) Increase Media coverage of various effects and activities.

b) Published newsletter on periodic basis for sharing with Government agencies, labs, industry and other stakeholders (quarterly / half yearly newsletters).

c) Improving University website for display of distinguishing features and facilities, etc.

d) Digital marketing.

(Action to be taken by: All Deans of USS, Faculties, PRO, NAAC Team)

Agenda 3: To review the progress for 3rd Cycle of NAAC's Assessment and Accreditation of the University.

Minutes: It was informed that that the current accreditation will expire on 24th October, 2018. The preparation for the 3rd Cycle NAAC report for assessment and accreditation of the University is in the final stages and it is expected that the first draft will be ready by 2nd July, 2018.

It was further informed that the NAAC has resorted to new system of accreditation process, scraping the earlier window base system. As per the new system the IIQA has to be submitted online and after the acceptance of IIQA, the SSR has to be submitted with 30 days. The SSR has 3 kinds of assessment components i.e. Qualitative Metrics, Quantitative Metrics and Student Satisfaction Survey. The Student Satisfaction Survey shall be carried out by NAAC independently based on the email details of students provided by University.

Based on the report of the NAAC Peer Team of the previous 2 cycles, the University has taken following improvement measures / initiatives:

- Feedback has been extended to all stakeholders and its analysis,
- The curriculum updation is being done on regular basis and a mapping of COs, POs and PEOs is being attempted in some of the courses.
- Automation of library for effective access of E-resources; orientation programme for students regarding library has been initiated;
- Use of self learning tools such as NPTEL is being offered to the students.
- The students can take photocopy of the answer scripts.
- Research start up grant is being offered to the faculty through FRGS.
- SAP programmes have been allocated.
- NSS activities have been initiated.
- IT policy has been formulated and shared in public domain.
- Medical and transport facility has been strengthened.
- Career Guidance Placement Cell supports not only to the students of USS but also all the affiliated institutions. Regular TPO meet is held to further strengthen the placement activity across University.
- Number of schemes both from Government and University are available for financial support to economically weaker sections.
- Incubation Centre has also been strengthened.
- IPR policy was available since 2013 but has been further strengthened.

(Action to be taken by: NAAC Team and NIRF Team)

Agenda 4: To discuss about the use of e-resources in teaching-learning process for slow and medium learners such as MOOCS, NPTEL, SWAYAM, etc.

Minutes: It was unanimously agreed that e-resources are important in the Teaching Learning Process for all specifically for slow and medium learners. The faculty should be sensitized on the use of MOOCS, NPTEL and other e-resources available in their subject domain. In addition to this, every faculty should upload their course material / PPTs for use of the student. It was further advised that a facility for recording of lectures and development of e-content for uploading on SWAYAM, e-PG pathshala, etc. should be strengthened in the School of Media Studies.

In order to ensure and popularise the use of e-resources among faculty members and familiarise them with recording facility and other means of digital recording, a workshop should be conducted for all the faculty members at the earliest. Dr Durgesh Tripathi, who happens to be the CO-PI for e-PG Pathshala project agreed to organise such workshop.

(Action taken by: Dean, USMC, Dr Durgesh Tripathi, USMC, All Deans and Head, UITS)

Agenda 5: To discuss about undertaking and enhancing the MOUs with Industry and other renowned institutions of national, international importance, other Universities, corporate houses for placements, consultancy, collaborative research, networking, research sharing etc. in India and abroad.

Minutes: The University has MoUs with several foreign Universities. There is a template for MoU with Foreign Universities which is being used by the University.

It was unanimously agreed by all the members present that MOUs are very-very useful and almost essential for a variety of benefits such as collaborative research, faculty exchange, student exchange, job training, project work, sharing research facilities, etc.

It was decided that University should actively pursue and sign up MOUs with industry, renowned institutions of national and international importance, other universities, corporate houses, research labs, etc. both in India and abroad. It was proposed that in order to facilitate this process of MOU, a template MOU should be prepared for adoption in the University. Prof. A.P. Mittal, Member Secretary AICTE agreed to share some of the MOUs undertaken by AICTE with the industry / institution.

The Deans of the respective schools should be requested to suggest the institutions / labs / industry relevant to their domains for undertaking these MOUs.

(Action taken by: Member Secretary IIQAC, All Deans of USS)

Agenda 6: To review the action taken on Feedback from stakeholders to improve the teaching-learning and curriculum.

Minutes: It was informed that the University has started the feedback system on curriculum design and review from the session 2017-18 from the stakeholders i.e. teacher, student, parent and employer. The data has been collected and is being analysed to derive meaningful outcomes for communication and further necessary action.

The University has been undertaking Student Feedback since the beginning of the Academic Programmes in 1999, which has now been made online. It was stressed by the Hon'ble Vice Chancellor that the online feedback collected from the students about the teaching process should be taken more seriously for continuous improvement/effectiveness of the teaching-learning process.

(Action taken by: NAAC Team, All Deans of USS)

Agenda 7: To strengthen the Incubation Centre for enhancing start-up initiatives and addressing socially relevant projects and themes.

Minutes: It was agreed by all that University has to create an effective eco-system through incubation centre for creation and transfer of knowledge. This requires a number of workshops / seminars to be conducted on IPR and industry-academia innovation practices, etc.

The outcome must get reflected through the number of start up incubation camps and actual start-ups. This may also require inviting some experts in emerging technologies for exposure to the budding entrepreneurs.

It was agreed that the budget has to be organized by the Schools by writing competitive grants to the funding agencies such as BIRAC by individual Schools or jointly.

(Action taken by: All Deans of USS, Incubation Centre Coordinator, COF)

Agenda 8: To discuss development of placement portal for streamlining the placement support to all affiliated institutions

Minutes: It was unanimously approved that online portal is important not only for facilitating the process of receiving and signing the placement data and communicating with the students and for generation of MIS reports of USS and the affiliated institutions. It was advised that the portal development may be undertaken preferably by the students or otherwise may be acquired with customization to university needs. UITS may be requested to make provision for the same on the University website. Hon'ble VC agreed to extend to support in terms of domain name, cyber space, development charges / honorarium, etc for this effort to be completed in a time bound manner.

(Action taken by: Chairman, CCGPC)

Agenda 9: To discuss the progress of development of MIS/ERP for the University

Minutes: Although University has made substantive progress in automation of Admission, Student Feedback, Finance and Examination Division, etc, but University has to undertake implementation of E-governance / ERP for various functional areas such as administration, planning and development, etc. to develop a single window system for all services.

(Action taken by: Registrar, VC, and JT. Registrar-MIS)

Agenda 10: To consider introducing the course on Happiness for students, teachers and staff.

Minutes: It was suggested that initial workshop on happiness may be conducted to assess the need for course and happiness for students, teachers and staff.

(Action Taken by: Centre for Human values and NAAC Team)

Agenda 11: To discuss conducting the seminars/conferences/workshop in next academic session on quality assurance related themes such as: Computation of various metrics of research output, IPR and Patent Filing for teachers, etc.

Minutes:

The Members approved the holding of seminars/conferences/workshop in next academic session on quality assurance related themes such as: Computation of various metrics of research output, IPR and Patent Filing for teachers, etc. It was also suggested to identify more relevant topics for holding such events in the coming academic session.

(Action taken by: Member Secretary IIQAC and All Deans of USS)

Agenda 12: To discuss about the community and social development initiatives such as NSS, NCC, Red Cross, etc. for holistic development.

Minutes: It was resolved that University must organize extension and outreach programmes in cooperation with industry, community and NGOs through NSS / NCC / Red Cross on socially relevant themes such as Swachh Bharat, Aids Awareness, gender issues, etc. NSS and DSW are already some activities in this direction but more needs to be done.

(Action taken by: NSS Coordinator, DSW and All Deans of USS)

Agenda 13: To discuss the progress of Centre for Human Values and Ethics

Minutes: It was resolved that the Centre should promote universal values such as love, non-violence, national values, national integration communal harmony, social cohesion, national festivals, birth and death anniversaries of great personality, etc.

It should consider organising Programmes for Gender sensitivity, gender equity promotion programme, display of core value, course on human value and professional ethics in all programmes wherever it is not being included.

It was suggested that Centre Chairperson may be requested to prepare code of conduct for all and handbook for students.

(Action taken by: Chairman, Centre for Human Values and Ethics, DSW & Registrar)

Agenda 14: To revive the Coaching and Guidance classes for SC/ST, etc. for higher education and competitive examinations.

Minutes: It was agreed by all that the University should initiate capability enhancement and development scheme such as guidance classes, scholarships and free ships through government and non-government sources. A record of the beneficiaries must be kept for the activities. The various funding agencies may be tapped for the funds apart from the University funds for supporting the same.

(Prof. A.K. Saini)
Member Secretary, IIQAC
And Chairman, NAAC Activity

Copy to:

1. All Members of IIQAC

2. PS to Hon'ble Vice Chancellor, GGSIP University – For kind information to the Hon'ble Vice Chancellor.

3. PS to Registrar, GGSIP University – For kind information to the Registrar.