O.P. Jindal Global University
A Private University Promoting Public Service
NAAC Accreditation - 'A' Grade

Internal Quality Assurance Committee
Minutes of 5th Meeting
Wednesday April 5th, 2017, 11.00 a.m., Big Bang Conference Room

Members: 22
Quorum: 14

Members Present
Chairman: Prof. C Raj Kumar
Convener and Coordinator: Mr. Aman Shah

Members

Prof. Sanjeev P. Sahni	Prof. Y S R Murthy
Prof. Gudmundur Eiriksson	Prof. R.Sudarshan
Prof. Sridhar Patnaik	Prof. Kathleen Modrowski
Prof. Manasi Kumar	Lt. Gen (Retd.) Rajesh Kochhar
Mr. Jitu Mishra	Prof. Pankaj Jha (for Dean, JSIA)
Prof. Suruchi Majumdar (for JSJC)	Prof. Arjya Majumdar
Prof. Brajesh Kumar (for Dean, JGBS)	Mr. Jeremy Wade
Mr. Vinay Paravasthu	Mr. Shivansh Malik
Ms. Shikha Mehra	

By Invitation

Mr. Buddhi Prakash Chauhan	Ms. Surinder Kaur
Ms. Kakul Rizvi	Mr. Nagendra Gupta
Mr. Anirudh Phadke	Ms. Princy George
Mr. Mohit Gupta	Prof. Kalyani Unkule

In Attendance

Ms. Jyoti Bansal   Ms. Pragnya Mohanty

Apologies

Prof. Stephen P. Marks   Prof. Tapan Panda
Prof. Sreeram Chaulia   Prof. Manoj Kumar Sinha
Prof. S G Sreejith   Prof. Pankaj Challa

Welcome

The Chairman **welcomed** all the members to the 5th Meeting of the Internal Quality Assurance Committee and **noted** the appointment of Dr. Manoj Kumar Sinha, Director, Indian Law Institute, Delhi, as an external member of the IQAC.

Agenda – 1 Minutes of the last IQAC meeting held on 23rd August, 2016

1. The Committee had previously circulated the minutes of its meeting held on 23rd August 2016, on which no comments had been received. The minutes were therefore taken as read. There being no further comments, the Committee **approved** the minutes (QAA/2016/4M: **Appendix 1**).

Agenda -2 IQAC Updated Objectives, Functions and Composition

2. The Committee **received** a document containing of the updated objectives, functions and composition of the Internal Quality Assurance Committee as per NAAC guidelines (QAAR/2017/5M.1: **Appendix 2)**, and **noted** its expanded membership related directly to the expansion of its functions to cover quality assurance matters across all areas of work of the University.

Agenda -3 Matters arising from the minutes of the last meeting

3. Arising from the minutes of its last meeting, the Committee **considered** the matters noted below.

 Ph.D. Regulations (M2.2 of 23.08.2016)

3.1 The Committee **noted** that the final version of the Ph.D. Regulations had been approved by the Academic Council, and had been uploaded on the University website.

Implementation of TCSiON, ERP system and Database/Records Management system for the University (M2.5 & M2.7 of 23.08.2016)

3.2 The Committee **received** a position paper from the Chief Innovation Officer (QAAR/2017/5M.2: **Appendix 3**) on the progress on TCSiON/ERP and the database/document management system for the University; and **heard**:

    3.2.1   that pricing issues with the vendor, HCL's DMS system (Finedocs), were expected to be finalized by the end of April 2017; and that the system was expected to be operational three weeks later. Scanning of student records had been completed for the Law School; and

    3.2.2   that, because of numerous problems encountered with the current vendor, TCSiON would be restricted to a limited area of work. However, the migration (partial or complete) was not possible within the time available this semester. The CIO was in the process of evaluating other options, like Microsoft Dynamics for FMO and HR and Col Poll for Teaching and Learning Feedback, etc., and 2-3 sub-systems that integrate well with each other may be implemented rather than one overall system for the whole University. The Committee **noted** the timeline of **30th June, 2017** for a resolution of these matters and implementation of workable systems.

3.3   Pursuant to the discussion noted above, the Committee **recommended** that Deans of Schools and Heads of administrative departments should identify a nodal person to form an IT Services Committee; and that the CIO should:

    3.3.1   strengthen the IT team with staff who had the required skills;

    3.3.2   organize training sessions for the team as well as for users in Schools and Departments for a better understanding of the needs of users and their responsibilities;

    3.3.3   develop policies and guidelines for identifying responsibilities of user departments and groups, for data security, Data Privacy, user rights, etc.

**(Action: Chief Innovation Officer
Target Date 30th June, 2017)**

Progress on University website (M 2.10 of 23.08. 2016)

3.4   The Committee **received** a paper from the Director, Communication & Public Affairs (C&PA) reporting on the state of progress on the revamping of the University website (QAAR/2017/5M.3: **Appendix 4**); **observed** the lingering issues with the website over a prolonged period of time affecting on the image of the University adversely; **heard** that there were over 50 JGU–related unplanned websites relating to Schools/departments and some events which had been developed in the last 2-3 years making the job of maintaining and ensuring the quality of the main, official, University website difficult; that C&PA had now managed to reduce the number of these sites to 14. To move forward, the communications team was currently working with a new vendor (Azri Solutions) to create and revamp the 14 JGU websites, and **asked** the Director, C&PA:

3.4.1   to arrange separate meetings with all stakeholders of the website to sensitize departments and individuals to the process of creating new sites and the responsibilities and resources required to maintain the sites once they go live;

3.4.2   to ensure that the all new sites become fully functional by **15th July, 2017** after the necessary testing during May and June 2017; and

3.4.3   to develop a new website policy in consultation with the CIO for approval by the management.

(Action: Director, Communication & Public Affairs
Target Date 15th July, 2017)

Strengthening the employment records of University Graduates.

3.5   The Committee **received** a verbal report from Director, CDPD; **heard** that the employment records had already been shared with the Office of Alumni Relations and a school-wise database had been created with the help of the IT team. The Committee **advised** the Director, CDPD, to work closely with the Deans of Schools and the Office of Alumni Relations to ensure a minimum of 100 companies to visit the campus for the final placements, and to find ways to significantly increase the number of employers offering internships and placements to JGU graduates.

(Action: Director, CDPD
Target Date 15th June, 2017)

Agenda -4 Outstanding Matters arising from the NAAC Peer Team Report

Progress on introducing NSS/NCC in JGU

4. The Committee **heard** that introducing NCC had substantial resource and management implications and **asked** the Chief Administrative Officer to follow up on the possibility of introducing NSS in the University instead, noting that the University had to report back on the matter to NAAC by **15th May**, 2017.

**(Action: Chief Administrative Officer
Target Date 15th May, 2017)**

JGU Alumni Association

5. The Committee **received** a paper from the Director, QAAR, on the current status of the Alumni Association, its progress so far and the establishment of the Office of Alumni Relations (QAAR/2017/5M.4: **Appendix 5**); and **observed** that:

    5.1 there were about 1000 students who had graduated from the University but that contact details of around 650 students were available with the Alumni Relations Office, of which only 150 students had registered as members of the Association;

    5.2 the University had created a portal which was now live: http://alumni.jgu.edu.in/;

    5.3 there was a need for Deans of Schools, and the Directors of CDPD and Admissions to work more closely with the Office of Alumni Relations to strengthen alumni relations;

    5.4 there was a need for the Assistant Director to galvanize students currently in the University to help strengthen the Association and improve its memberships and that students on University scholarships should be roped in for this purpose;

    5.5 it was necessary in its early stages of development for the Assistant Director, Alumni Relations, to intensify efforts in making the Office of Alumni Relations more inviting; and

approved the work plan proposed by the Assistant Director and the recommendations in paragraphs 5 and 6 of the paper, QAAR/2017/5M.4.

**(Action: Asst. Dir., Alumni Relations & Dir. CDPD
Target Date 15th June, 2017)**

Long Term Strategic Plan for the University

6. The Committee **heard** the chair indicating that the long term strategic plan for the University was already taken care of and was the subject of discussion and consultation in the senior management.

(Action: Office of Vice Chancellor)

Streamlining Annual Budgetary Allocations System

7. The Committee **expressed** its dismay at the inadequacy of the annual budgeting system in its eight years as a University; d**iscussed** various difficulties with the current system, and in particular:

    7.1 the lack of clarity relating to the budget available for specific items of expenditure resulting in expenditures under certain heads far exceeding the initial budget allocations, e.g., scholarships for students;

    7.2. the lack of clarity in respect of certain income generating items such as, consultancies, and grants;

    7.3 the lack of awareness among the schools of their contribution to JGU revenues and how those revenues could be enhanced; and

    7.4 absence of information on the utilization of staff development funds, etc.

8. The Committee **asked** the Assistant Director, Finance, to consult with the Vice Chancellor, Dr. Sahni and the Registrar to discuss the matter further and to propose a better budgetary allocation system.

**(Action: Assistant Director, Finance
Target Date 15th June, 2017)**

Efforts to increase the Intake of doctoral and post-doctoral students

9.   The Committee **observed** the low rate of admission to the Ph.D. programme in all Schools and its continuing impact on accreditation and rankings exercises for the University, and **asked** the Schools and Institutes to consider ways to increase the intake of doctoral and post-doctoral students; and **noted** the option of part time Ph.D. programmes currently under discussion in the Academic Council.

**(Action: Heads of Schools & Institutes
Target date 15th June, 2017)**

Agenda -5 Student's suggestions for enhancing the quality of campus life.

10. The Committee **received** a paper with various suggestions from the Students' Council for enhancing the quality of campus life (QAAR/2017/5M.5: **Appendix 6)**; **heard** student members elaborate on the suggestions; **assured** them of the University's commitment to provide decent facilities and conveniences on campus; and

10.1 regarding the use of empty spaces on the campus, **observed** that the University made decisions after a careful consideration of the requirements and functionality of different areas of work, and as a growing institution, optimizing the use of available spaces for alternative uses;

10.2 while **thanking** the students for their interest and suggestions for enhancing the University environment, **reminded** them of their obligation to promote civic sense and responsibility among the students to ensure the sustainability of the University's efforts to provide better facilities; and

10.3 the need also to make efforts to promote and sustain a green environment on the campus.

11. On the basis of the discussion noted above, the Committee **decided**:

11.1   to appoint a Working Group, to be chaired by the Chief Administrative Officer, and consisting of Ms. Surinder Kaur and others invited by the chair of the Working Group depending on the nature of the suggestions under consideration, to consider in detail all the suggestions made by the Students'

Council and to take action as appropriate, with a report to the Committee on actions taken; and

11.2   to ask the Students' Council to consider ways to promote better civic sense and responsibility among the students for a healthy maintenance of the quality of campus life

**(Action: Chief Administrative Officer, Student Council
& Student Welfare Officer
Target Date 15th May, 2017)**

Agenda-6 Report on End Semester Teaching and Learning Feedback Questionnaire for Fall 2016-17.

12.   The Committee **received** a report from the Director, QAAR (QAAR/2017/5M.6: **Appendix 7),** on problems arising from the mid-semester and end-semester Teaching and Learning Feedback Questionnaire (TLFQ) exercise; **discussed** the need for a careful review of all aspects of the exercise as identified in the paper, and **asked** the Director, QAAR, to invite a working group in consultation with the Deans of Schools, consisting of one representative from each School to undertake a comprehensive review of the TLFQ exercise and its administration, and to report back to the Committee.

**(Action: Director QAAR
Target Date, 15th June, 2017)**

Agenda-7 Paper on Digital Media Roadmap for JGU

13.   The Committee **received** a paper containing a digital media road map for JGU from the Communication and Public Affairs Office (QAAR/2017/5M.7: **Appendix 8)**; **heard** an elaboration of the Roadmap in the context of the growing use of digital and social media and the timeliness for considering the matter carefully, and **advised** the Director, C & PA, to arrange a separate meeting with the Director, HR, and the Chief Innovation Officer, for further action for its implementation and on decisions relating to manpower requirements.

**(Action: Director, Communication & Public Affairs
Target Date, 30th June 2017)**

Agenda -8 Template for the Annual Quality Assurance Report (AQAR) as per the NAAC Guidelines

14. The Committee **received** for information, the template for the Annual Quality Assurance Report (AQAR) as per the NAAC Guidelines (QAAR/2017/5M.8: **Appendix 9**), which needs to be completed and sent back to NAAC by the end of May 2017.

Agenda -9 Report on the membership of professional bodies of Jindal Global Business School

1**5.** The Committee **received** for information, a report on the membership of professional bodies of Jindal Global Business School (QAAR/2017/5M.9: **Appendix 10**).

Agenda -10 Report on JGU's submission to QS & THE Rankings

16. The Committee **received** for information, a report on JGU's submissions to QS and THE Rankings together with information on the criteria for the next stage of participation in the year 2017-2018 (QAAR/2017/5M.10: **Appendix 11**).

Agenda -11 Annual Programme Review Reports for 2015 – 16

17. The Committee **noted f**or information, that all Schools had submitted their Annual Programme Review Reports for 2015 – 16 to the Academic Council, for further consideration.

Agenda -12 Faculty Handbook for the Year 2016-17

18. The Committee **received** for information, a copy of the Faculty Handbook for the Year 2016-17 (QAAR/2017/5M.11: **Appendix 12**).

Agenda -13 Report on the consultation meetings held by the Quality Assurance, Accreditation and Rankings Office with Deans and Heads of Departments

19. The Committee **received** for information, a report on the consultation meetings on the expanded functions of IQAC as per NAAC, held by the Quality Assurance, Accreditation and Rankings Office, from 3rd to 17th Feb, 2017, with the Deans of Schools, Heads of Academic Support Offices and Administrative Departments (QAAR/2017/5M.12**: Appendix 13**).

Agenda -14 Templates of Annual Reports

20. The Committee **received** for information and **approved a** copy of the templates for Annual Reports of administrative departments and Academic Support Offices prepared in consultation with the relevant department/office to enable the

submission of annual reports by early July every year by all departments. (QAA/2017/5M.13: **Appendix 14**).

Any Other Business

21. The Committee **received** for information a copy of the Annual Report of the Jindal Institute of Behavioural Sciences for 2016 -17, and **observed** that the report covered the work of the Institute in a comprehensive manner.

22. The Committee **asked** Office of Quality Assurance, Accreditation and Rankings to prepare a Quality Road Map for the year 2017- 2018, for submission at the next IQAC meeting.

The Meeting adjourned at 12:40 PM

Date of Next Meeting: To be announced. (Tentatively July 2017)

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Prof. C Raj Kumar   Mr. Aman Shah
Chairman   Coordinator & Convener