



Internal Quality Assurance Committee Minutes of 3rd Meeting

Friday, 19th February, 2016, 10.00 a.m., T1 Conference Rm.

Members Present

Chairman

Prof. C Raj Kumar, Vice Chancellor

Convener and Coordinator

Mr. Aman Shah, Director, QAAO

Members

Prof. Y.S.R. Murthy

Prof. C. Gopinath

Prof. R. Sudarshan

Prof. Vesselin Popovski

Punkhuri Chawla (Student Representative)

In Attendance

Mr. M K Vajpayee (By invitation)

Mr. Buddhi Prakash Chauhan (By invitation)

Mr. Jitu Mishra (By invitation)

Ms. Jyoti Bansal, QAAO

Mr. Mayank Handa, Admissions and Outreach

Apologies

Prof. Sanjeev P. Sahni

Prof. Stephen P. Marks

Prof. Sreeram Chaulia

Prof. Kathleen Modrowski

Prof. Gudmundur Eiriksson

Prof Parmanand Singh (External member)

Mr. Jeremy Wade

Welcome

The Chairman welcomed all members to the 3rd Meeting of the Internal Quality Assurance Committee.

Agenda – 1 Minutes of the last IQAC meeting held on 25th August 2015

1. The Committee had previously circulated the minutes of the IQAC meeting held on 25th August 2015 on which no comments had been received. The minutes were therefore taken as read. There being no further comments, the Committee **approved** the minutes (document QAA/2015/2M: Appendix 1).

Agenda -2 Matters arising from the minutes of the last meeting

2. Arising from the minutes of the last meeting, the Committee **noted/approved** as follows:
 - 2.1 Action items on the NAAC exercise were presented in document QAA/2016/3M.1 to QAA/2016/3M.7; Appendix 2 to 6 relating to M. 3 below (M2.1 of 25th August 2015).
 - 2.2 The Annual Programme Review Report system as approved by the Academic Council had been implemented. The Committee **recommended** that the Reports should be discussed in the respective Faculty Board meeting and appropriate recommendations and action plans thereon should be submitted to the Academic Council.
 - 2.3 A Research Brochure of the University had been prepared by Quality Assurance and Accreditation Office with useful inputs from the Vice Chancellor, the Deans, the Registrar and numerous faculty members. Printed copies of the Brochure were expected to be available by 24th February 2016 (M.3.7 of 25th August 2015).
 - 2.4 The Registrar had circulated a revised set of PhD Regulations on which he had already received some comments. Subject to any further comments from the Committee, the Regulations would be submitted to the University Doctoral Research Committee (UDRC). It was suggested that the Regulations should include a clause which would allow the UDRC to revise the Regulations from time to time as appropriate and that submission of electronic dissertations should be required. A revised set of Regulations would then be submitted by the Registrar for the further approval by Vice Chancellor on behalf of the Academic Council (M3.8 of 25th August 2015).
 - 2.5 The Committee **received** printed copies of the Faculty Handbook (M5 of 25th August 2015) and **thanked** the Director, HR, for it.
 - 2.6 The Committee **received** a verbal report from Director, HR, on implementing TCSion as an ERP system on the execution of the score card technique for

evaluating the performance of the non-academic departments. Score cards for the Individual departments have been circulated to all and will form the basis for KRA's for 2015-2016 appraisal process. The implementation for staff up to the junior level was still in the progress and was expected to be completed in the current academic year (M.6 of 25th August, 2015).

- 2.7 The Committee also **observed** that the development and implementation of an electronic database of all University records, the Chief Innovation Office and the Head, IT, in consultation with the Registrar should consider a policy on data collection, data privacy and data security and that such a policy should comply with the relevant law and that Prof. Arpan Banerjee, Prof Indranath Gupta, Prof. Avirup Bose and Prof. Arjya Majumdar should be requested to help because of their expertise in this area.
- 2.8 Updation of University website; the Chair **suggested** that Registrar in consultation with Chief Innovation Officer and Ms. Kakul Rizvi should consider multiple rounds of checks before website goes live. The first phase of updation should be before 24th Feb, 2016 and the rest on 1st March, 2016 (M10. Of 25th August, 2016).

Agenda - 3 Accreditation and Related Matters

3. The Committee **received** an action report on the NAAC exercise (document QAA/2016/3M.1 to QAA/2016/3M.7; Appendix 2 to 6); **discussed** various aspects and **agreed** as follows:
 - 3.1 That the programme schedule for the NAAC visit should be revised to include gaps of 5 minutes between meetings to facilitate movement of members.
 - 3.2 That the Mock inspections should be conducted from 23rd to 26th February, 2016, for all the schools and departments as per the schedule for the purpose of self-evaluation on the basis of Assessment Indicators given by NAAC.
 - 3.3 That the Director QAAO and the Registrar should ensure the implementation of the action points circulated by the Registrar previously to all concerned.
 - 3.4 That the School Offices and the Departments should focus on documentation and keep a record of all the academic and non-academic activities of their respective schools and departments as per the list required by NAAC Peer Team and shared with the committee members.
 - 3.5 That the concerned Deans of Schools and Heads of Departments should also initiate action to brief their staff on NAAC related matters.

Agenda – 4 Vice Chancellor’s Presentation for the NAAC peer team

4. The Committee **observed** that Prof. Ramanujam and Prof. Yugank will assist in the preparation of the Vice Chancellor’s presentation for NAAC. Presentations should be shared with other departments for any comment Deans or others may have, and also to avoid duplication of information and more importantly, the presentations are compatible with each other.

Agenda – 5 IQAC Presentation

5. The Committee **received** a draft of the Presentation of IQAC and its activities. The Committee **requested** members to provide comments and feedback to the Director, QAAO on any aspect of the presentation before finalizing it for NAAC Peer Team.

Agenda -6 other Matters

6. Dean JGBS, Prof. Gopinath, suggested that in the presentation by schools prepared for NAAC peer team, schools should capture both local and international aspirations highlighting the research projects and consultancy assignments.

Agenda -7 Any other Business: There was no other business.

The meeting adjourned at 11:00 a.m.

Date of next Meeting: To be announced.

20.02.2016