



## **Internal Quality Assurance Committee Minutes of 4<sup>th</sup> Meeting**

Tuesday, 23<sup>rd</sup> August, 2016, 10.00 a.m., Big Bang Conference Room

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### **Members Present**

**Chairman:** Prof. C Raj Kumar

**Convener and Coordinator:** Mr. Aman Shah

### **Members**

Prof. Stephen P. Marks

Prof. Y.S.R. Murthy

Prof. C. Gopinath

Prof. R. Sudarshan

Prof. Gudmundur Eiriksson

Prof. Vesselin Popovski

Prof. Sreeram Chaulia

Prof. Kathleen Modrowski

### **In Attendance by Invitation**

Prof. Rajni Goyal

Prof. Vinod Vyasulu

Mr. Buddhi Prakash Chauhan

Ms. Nalini Gopinath

Mr. Mohit Gupta

Ms. Surinder Kaur

Prof. Sridhar Patnaik

Prof. Manasi Kumar

Mr. Jitu Mishra

Mr. Arjun Puri

Mr. Lokesh Sharma

Ms. Princy M George

### **In Attendance**

Ms. Jyoti Bansal

Ms. Pragnya Mohanty

### **Apologies**

Prof. Sanjeev P. Sahni

Shivansh Malik (Student Representative)

Mr. Jeremy Wade

## Welcome

The Chairman welcomed members, special invitees from academic support and administrative departments, and a special guest, Prof. Rajni Goyal, a Fulbright Scholar and JGBS visiting faculty member, to the 4<sup>th</sup> Meeting of the Internal Quality Assurance Committee.

## External Member of the Committee

The Chairman expressed the University's gratitude for his support and contributions to the work of the University to the external member, Prof. Parmanand Singh, who had now withdrawn from the Committee; and announced the appointment of Dr. Manoj Kumar Sinha, Director, Indian Law Institute, Delhi, to succeed Prof. Singh.

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## Agenda – 1 Minutes of the last IQAC meeting held on 19.02.2016

1. The Committee had previously circulated the minutes of IQAC meeting held on 19<sup>th</sup> February, 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 (document QAA/2015/3M: **Appendix 1**).

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

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

### **NAAC Accreditation Report** (M2.1 of 19.02.2016)

- 2.1 The Committee **noted** that follow up action on matters arising from the NAAC Accreditation Report was presented for the Committee's consideration in documents QAA/2016/4M.1 and QAA/2016/4M.2 (**Appendices-3&4**, M.4 below refers).

### **Ph.D Regulations** (M.2.4 of 19.02.2016)

- 2.2 The Committee **received** a draft copy of the revised **Ph.D** Regulations from the Registrar and **observed**:
  - 2.2.1 that the Academic Council had appointed a working group consisting of Prof. R. Sudarshan (Chair) and Prof. K.K. Pandey to present a revised set of regulations for consideration by the Academic Council; that the Chair

invited Mr. Aman Shah to join, and requested Deans of JSIA and JGLS to nominate faculty to join the group, and accordingly Profs. Deep Datta Ray and Sridhar Patnaik were coopted to the working group; that the draft revised regulations from the group were then reviewed by Dr. Sanjeev Sahni and were subject to further revision; and

2.2.2 that Prof. Gudmundur had various suggestions for improving the regulations.

2.3 Following a discussion relating to the revised draft regulations, the Chairman, IQAC, **asked** the group noted below to finalise the regulations for submission to the Academic Council as a priority so that the regulations could be published immediately:

Prof. Y.S.R. Murthy  
Prof. R. Sudarshan  
Prof. K.K. Pandey  
Prof. Gudmundur Eiriksson  
Prof. Vesselin Popovski  
Prof. Sreeram Chaulia  
Prof. Indranath Gupta  
Prof. Vinod Vyasulu  
Mr. Aman Shah

2.4 Arising from the discussion relating to the revision of the Ph.D regulations, the Committee **advised** that in future, new policies and regulations and any revisions thereto should be subject to a quality assurance check.

**Implementation of TCSion, ERP system and the Score Card (M2.6 of 19.02.2016).**

2.5 The Committee **received** a verbal Report from the Director, HR, on the implementation of TCSion, ERP and the Score Card System for evaluating the performance of non-academic departments; **heard** that:

2.5.1 Score Cards for individual departments had already been implemented in the appraisal process for the last academic year 2015-2016; and

2.5.2 the implementation of ERP for HR was still in progress and that it was desirable to consider other external vendors as TCSion did not offer the design flexibility to suit individual institutional requirements.

2.6 The Committee **heard** that the TCSion was helpful in certain aspects of the University's work, e.g., the attendance record system, and that after earlier difficulties in its implementation, the consultants were more responsive now to the University's requirements; **discussed** the need to consider new vendors for other areas of work of the University such as the HR Department; **heard** that multiple systems may result in interface problems if not done in a coordinated and careful manner but noted that there were examples of other institutions employing different vendors; and **asked** the Chief Innovation Officer to arrange a meeting with the TCSion consultants for the Vice Chancellor, Director, HR, and the Director, Finance, to discuss the matter further to ensure better progress and clear timelines for implementing the ERP system across the University.

### **Implementation of electronic database**

2.7 The Committee **received** a verbal report from the Chief Innovation Officer and **observed** that:

2.7.1 disparate systems as noted in M.2.6 above, could lead to duplication and unreliable information if not done in a coordinated and careful manner;

2.7.2 contract closure with a new vendor was in progress and that, additionally, data captured via TCSion was also available for management information; and

2.7.3 a pilot was in progress with JGBS, using DSpace, for creating a repository of all Research and Publications.

2.8 The Committee **agreed** that there was a need to develop University-wide policy and guidelines to ensure clarity of ownership and management of the database system; and **asked** the Chief Innovation Officer to take the matter forward.

### **Progress on the University Website (M2.8 of 19.02.2016):**

2.9 The Committee **noted** that a new University website had been implemented partially; that the migration of old content to the new site was slow, and that the vendor had missed several timelines for updating the website on schedule.

2.10 The Committee **asked** the Chief Innovation Officer to arrange a meeting for the Vice Chancellor as soon as possible, with the Director HR, and Director, Communications, to consider the appointment of a new vendor and hire senior staff for in house capacity building and training relating to the management of the website.

### **Agenda - 3 Media Report on Revised Requirements for NAAC**

- 3 The Committee **received** a media report on the revised requirements for the subsequent cycles of NAAC Accreditations (document QAA/2016/4M.1 **Appendix 2**); and noted that the University was already in compliance with the requirements.

### **Agenda - 4 Accreditation and Related Matters.**

- 4 The Committee **received** a document containing information on action taken or proposed on the comments of the NAAC Peer Team in its Report to the University relating to JGU's submissions addressing the NAAC Criteria, and the SWOC Report and Recommendations for Quality Enhancement (documents QAA/2016/4M.2 & 4 M.3 **Appendices 3 & 4**); **noted** the actions already taken; **discussed** various aspects and **agreed** as follows:
  - 4.1 that the Director, QAAO, in consultation with the Registrar should prepare a Quality Action Plan to address the suggestions and recommendations in the NAAC Report;
  - 4.2 that the QAAO should submit the first draft for Annual Quality Assurance Report (AQAR) to NAAC as per NAAC Guidelines by March 2017. The Chairman **suggested** that the Deans and the Heads of the Departments should support and provide information to QAAO on a priority basis;
  - 4.3 that the Quality Assurance and Accreditation Office should update and place a copy of the Research Brochure on JGU website; and
  - 4.4 that the Director, HR, should update the copy of the Faculty Handbook printed last academic year, place a copy on the JGU website, and also provide a soft copy to Heads of the Department and Deans of the Schools.

### **Agenda – 5 Quality Assurance and Enhancement Measures**

- 5.1 The Committee **noted** that the Annual Programme Review reporting system for the Schools had already been implemented and reports for 2014-15 were submitted to the Academic Council by all the Schools; and **requested** Deans of the Schools to submit the Reports for 2015-2016, the deadline for which was 15<sup>th</sup> August, to the Registrar, on priority basis.
- 5.2 As a quality enhancement and accountability measure, the Committee **received** and considered a proposal for an annual report system for academic support units, i.e., CDPD, Admissions, Library, Examinations Office, University Halls of

Residence, JGU Health Centre, Physical Education Dept. and the International Office; **agreed** that this is a necessary step as a quality enhancement measure and **approved** the proposal with a timeline of 15<sup>th</sup> July every year for the submission of the Report in a format to be suggested by the Director, QAAO.

- 5.3 As a quality enhancement and accountability measure, the Committee **received** and considered a proposal for an annual report system for JGU Institutes, i.e., JILDEE, JSIE, and IIHED; **agreed** that this is a necessary step as a quality enhancement measure; **approved** the proposal with a timeline of 15<sup>th</sup> July every year for the submission of Report in a format to be suggested by the Director, QAAO; and **noted** that the Jindal Institute of Behavioural Sciences had already submitted an annual report (M.10, **Appendix 9** below refer.)

#### **Agenda-6 Final Report by NAAC Peer Team**

6. The Committee **received** for information and record a final report by the NAAC Peer Team (document QAA/2016/4M.4: **Appendix 5**) and **observed** that the report had already been widely circulated in the University.

#### **Agenda-7 Template for the Annual Quality Assurance Report (AQAR)**

7. The Committee **received** for information, the template for the Annual Quality Assurance Report (AQAR) as per the NAAC Guidelines (document QAA/2016/4M.5: **Appendix 6**).

#### **Agenda - 8 Annual Return for the Jindal Global Law School to BCI**

8. The Committee **received**, for information and record a copy of the Annual Return for the Jindal Global Law School submitted to the Bar Council of India, dated 4<sup>th</sup> August, 2016 (document QAA/2016/4M.6: **Appendix 7**).

#### **Agenda - 9 Proforma for LL.M Submitted to Bar Council of India**

9. The Committee **received** for information and record a copy of the Proforma for LL.M submitted to UGC on 22<sup>nd</sup> April, 2016 (document QAA/2016/4M.7: **Appendix 8**).

### **Agenda - 10 Annual Report of JIBS**

10. The Committee **received** for information and record a copy of the Annual Report of Jindal Institute of Behavioral Sciences for the year 2015-2016 (document QAA/2016/4M.8: **Appendix 9**).

### **Agenda - 11 Submissions for participation in the following Rankings and Surveys for JGBS and JGLS**

11. The Committee **received** information on submissions for participation in the following Rankings and Surveys for JGBS and JGLS:
- India Today – Nielsen University Ranking Survey (No Final date for announcing the results)
  - Education World-Cfore Survey (JGBS) (Results Expected in October) Outlook-Drishti Professional College Survey (Information awaited)
  - Business Today -B school Rankings 2016 (Information awaited)

### **Agenda -12 Items for information**

- 12.1 The Committee **received** for information a copy of the JGU submission relating to Industry Academia Linkages Survey, conducted by the Department of Science & Technology - Centre for Policy Research via UGC, submitted on 9<sup>th</sup> August, 2016 (document QAA/2016/4M.9 **Appendix 10**).
- 12.2 The Committee **received** for information a copy of the proposal expressing interest for development of CSR Initiatives submitted to the Indian Institute of Corporate Affairs in consultation on the initiative of Prof Annika Styczynski, JS GP.
- 12.3 The Committee **received** for information a copy of the proposal for the setting up of Atal Incubation Centre submitted to Niti Aayog on 20<sup>th</sup> July 2016 by JGBS (document QAA/2016/4M.10 **Appendix 11**).
- 12.4 The Committee **received** for information a copy of the Application for the Award of Residential project of the Year for the new hostel buildings SH5 and SH6 submitted via Jindal Reality Pvt Ltd. (document QAA/2016/4M.11 **Appendix 12**).

**Agenda - 13 Quality Assurance Digest**

13. The Committee **noted** that the Quality Assurance and Accreditation Office is working on a publication containing news and other useful information relating to accreditation, teaching, learning and assessment matters, to be issued once every semester.

**Agenda - 14 TLFQ for End Term 2015-2016**

14. The Committee **noted** that the analysis of the TLFQ reports is in progress. TLFQ Exercise has been taken over by QAAO for the last Semester of the academic year 2015-2016.

**Agenda - 15 Any Other Business**

There was no other business.

The meeting adjourned at 11:45 a.m.

**Date of next Meeting:** To be announced.

21. 09. 2016

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Prof. (Dr) C Raj Kumar  
Chairman, IQAC

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Mr. Aman Shah  
Convener, IQAC