

## Minutes of IQAC meeting held on June 18, 2020

A meeting of Internal Quality Assurance Cell was held on June 18, 2020 through online mode in which following members were present:

1. Prof. R. S. Dubey, Hon'ble Vice Chancellor & Chairperson
2. Prof. Alok Kumar Gupta, Registrar
3. Prof. Sanjay Kumar Jha, Finance Officer
4. Prof. Manish, Dean, SIS
5. Prof. Atanu Bhattacharya, Dean, SLL&CS
6. Prof. Balaji Ranganathan, Chairperson, CL&TS, SLL&CS
7. Prof. H. B. Patel, Dean, SOE & DSW
8. Dr. Indrani Banerjee, Dean, SNS
9. Dr. Bhawana Pathak, Dean, SESD
10. Dr. Atanu Mohapatra, Chairperson, CDS
11. Dr. Seema Rawat, Associate Professor, SLS
12. Dr. Vinay Kumar Donthula, Assistant Professor, SLL&CS
13. Dr. Kunal Sinha, Assistant Professor, CSST&IP, SSS
14. Mr. Dharmendra Joshi, Ex-Secretary of GCC&I, Ahmedabad
15. Shri J. P. Soni, Deputy Registrar (Administration)
16. Prof. J. P. N. Mishra, Director, IQAC

At the onset of the meeting Prof. J. P. N. Mishra welcomed Hon'ble Vice Chancellor, the Chairperson, internal members, and external member Shri Dharmendra Joshi for sharing their valuable time to attend the meeting.

Prof. Mishra gave a brief presentation and explained different newly incorporated components in the guidelines of Assessment and Accreditation provided by NAAC. The focus of his presentation was on the preparation of Annual Quality Assurance Report, IQA submission process, SSR submission process, DVV process and Student Satisfaction Survey process. He also explained different Bibliometric Data feed along with SSR qualitative and quantitative metrics.

The Chairperson of IQAC, Hon'ble Vice Chancellor Sir, emphasised the need of strengthening criteria wise performance. Having a long experience of being NAAC Peer Team Chairman and member he acquainted the members with the process of curriculum updation, teaching – learning , research activities, extension activities, student's mentoring and support, the key factors which should be given due weightage to enhance the performance and quality sustenance in the University. He said that we should collectively put our sincere efforts to achieve the target of good grade in forthcoming 2<sup>nd</sup> cycle NAAC Assessment and Accreditation. Syllabi of all disciplines should be regularly updated; choice based credit transfer should also be implemented to provide greater option of knowledge gain by the students; evaluation process, particularly internal assessment, should be organised

frequently and in transparent manner; students should be motivated to opt more e-learning resources available at different portals; alumni association should be made proactive; faculty and students should follow and practice the principles of vision and mission of the University. He also said that we all should be sincere towards gender equality and environmental sustainability, human values and professional ethics in our daily life.

Prof. H. B. Patel said that Standard Operating Procedure (SOP) should be framed out for every category of the University staff.

Prof. Balaji Ranganathan expressed the view that it is need of the time to launch new job oriented (related to market and industry) courses to enhance the employability to the students. We may sign MOU with different platforms to provide more job avenues to the students and enhance the possibility of placement. Hon'ble Vice Chancellor told the members that we need to strengthen the activities of placement cell of our University in existing facilities. A committee may be constituted including the representative from each School/Centre to explore the possibility of job avenues for the pass out students.

Prof. Manish opined that faculty members should use e-teaching portal developed by University in collaboration with INFLIBNET. He also suggested to constitute International Cooperation Cell to disseminate Institutional Research Information.

Dr. Indrani Banerjee suggested establishment of prize/award to motivate the students for better performance. She also suggested launching some skill development courses. Hon'ble VC suggested that we should replace the traditional and obsolete courses with new value-added professional courses. She also said that if feasible process of student's feedback is to be implemented at each School/Centre level.

Shri Dharmendra Joshi opined that to promote community outreach programme a club should be established on the line of Lion's club, Rotary club etc. SOP should be made mandatory for each academic Schools/Centers and administrative section. He also suggested to constitute Internal Recognition/Facilitation Committee to identify and felicitate the excellent and devoted faculty/staff/student of the University. This will motivate them to give their optimum performance. He was also of the view that competitions of different nature should be organised for the students on regular intervals to boost their spirit of doing well.

Prof. Alok Kumar Gupta was of the opinion that the Cells of the University like Placement Cell, Rajbhasha Cell and Alumni Association should be made more active. Students should be made aware about the process and purpose of students survey report so that we can get satisfactory survey report.

Prof. Sanjay Kumar Jha said that we should focus on strengthening all seven parameters of assessment together to achieve the target of getting better grade. Weak areas should be identified and be given more weightage. Proper documentation of various activities should be positively taken care of.



Dr. Bhawna Pathak explained the view that although we are doing multifaceted community outreach activity, yet it should be further strengthened, and proper records should be maintained.

Prof. Atanu Bhattacharya said that we all should help IQAC by timely providing the relevant information whenever asked to do so. He suggested that for the purpose of consolidated information at one place Centralised Data System, we may create EPP Data Depository. Prof. Manish said that it will be very costly and may not be feasible to afford, thus we should go for alternative solution.

Dr. Atanu Mahapatra opined that there is need of Centralised Data Bank. He also added that study of different communities may be included in the community outreach activity of our University.

Dr. Seema Rawat suggested that instead of doing independent activities we should together work for the development of all seven components of Assessment and Accreditation to achieve the target of better performance during NAAC A&A process.

Dr. Vinay Kumar was of the opinion that we are regularly updating and uploading the relevant information related to AISHE to the concerned portal in the prescribes proforma. However, we are deficient in the information pertaining to Alumni Association and Placement Cell.

Shri J. P. Soni expressed the view that we can constitute a donation committee for fund raising, which may be utilised in various community outreach activity and welfare activities for students and infrastructure development.

Prof. J. P. N. Mishra informed all the committee members that our current NAAC grade B<sup>++</sup> is valid till November 04, 2021 and as per new guideline we will need to apply for 2<sup>nd</sup> cycle A&A, six months before hand which falls on May 03, 2021. Hence, we should plan time bound schedule for the preparation of the forthcoming important event of 2<sup>nd</sup> cycle NAAC A&A. All the documents should be prepared by adopting cumulative & rigorous efforts.

In the last Hon'ble Vice Chancellor gave his concluding remarks by saying that we all should unitedly go ahead hand-in-hand and do our best for quality enhancement in the all-round functioning of the University, so that we could perform our best during 2<sup>nd</sup> cycle of A&A.

Prof. J. P. N. Mishra, Director, IQAC, expressed sincere thanks to the Chairperson and all the members for gracing the occasion and providing their input in the meeting.

Sd/-

(Prof. J. P. N. Mishra)

Director, IQAC

## Action Taken Report based on IQAC meeting held on 18/06/2020

### **1. Academic Initiative**

#### **a. Review of Syllabus and LOCF**

Skill development, entrepreneurship and value-added courses syllabus have been prepared for various undergraduate and postgraduate programme. Learning Outcome Curriculum Framework (LOCF) for all Undergraduate/Postgraduate and research programme have also been implemented initiated. Field based study component is being prepared by various school and centers for their Undergraduate and Postgraduate programme.

#### **b. New Programme Offered**

Two new Postgraduate Programmes namely M.A. in Hindu Studies and M.A. in Comparative Literature have been approved by the University. The same programmes will be offered from 2022-23 academic year.

#### **c. New Courses Offered**

As a part of NEP-2020, initiatives the University has designed two Holistic Development courses for all Undergraduate Programme and two courses for all Postgraduate Programme. Besides, 29 Multi-Disciplinary courses have also been designed and offered by various schools/centres.

### **2. Placement Cell**

Placement Cell has established links with various companies/organizations and requested for campus placement. Secondly, one faculty member from each school/centre has been appointed as the placement cell representative of each school/centre. Similarly, separate office space has been allotted for placement cell activities.

### **3. Alumni Cell**

Alumni Cell was strengthened with the formation of advisory committee to be headed by one senior professor. One faculty member from each school/centre has been appointed as representative/coordinator of each school/centre. Besides, a registered alumni association has also been constituted.

### **4. Syllabus Review**

Skill development, entrepreneurship and value-added courses syllabus have been prepared for various Undergraduate and Postgraduate programme.


### **5. Learning Management System (LMS)**

University has prepared the Learning Management System (LMS) for easy access of learning materials including video lectures. School of Library and Information Science has also prepared separately its own LMS.

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## **6. Endowment Guideline**

For the use of donation fund Endowment Guidelines have been prepared and approved. This will help to facilitate the Undergraduate/Postgraduate and Research fellowship. Further independent research projects may also be carried out by faculty members. Endowment Guidelines is also helpful to institute medals for best academic performance of our students, as a result two medals have already been instituted.

  
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