

## **Minutes of the Meeting of Internal Quality Assurance Cell (IQAC) held in virtual mode on 29.05.2021 at 5.30 pm.**

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The 5<sup>th</sup> meeting of IQAC was held on 29.05.2021 at 5:30 PM through Online Mode to deliberate on the agenda already circulated among the members through e-mail on 28.05.2021. Director IQAC welcomed all the esteemed members of the committee and requested the ICT team to recite the *Kulgeet* of the University.

The following were present in the meeting:

### **IQAC members:**

1.	Prof. Rama Shanker Dubey, Hon'ble Vice Chancellor	Chairman
2.	Dr. Satya Prakash Upadhyay, Registrar	Member
3.	Prof. Sanjay Kumar Jha, Finance Officer & Dean SNSS	Member
4.	Prof. Sanjeev Kumar Dubey, CoE & Dean SLL&CS	Member
5.	Prof. Manish, Dean SIS	Member
6.	Prof. Balaji Ranganathan, Chairperson CES	Member
7.	Prof. H.B. Patel, Dean SoE	Member
8.	Prof. Bhawana Pathak, Dean SESD	Member
9.	Prof. Seema Rawat, Dean SLS	Member
10.	Dr. Vinai Kumar, Nodal Officer ASHE	Member
11.	Dr. Kunal Sinha	Member
12.	Shree Gautam Jain, External Member	External member
13.	Shri Dharmendra Joshi, External Member	External Member
14.	Shri Jay Prakash Soni, Deputy Registrar	Member
15.	Prof. Atanu Mahopatra, Director – IQAC & Dean (i/c) – Slib&ISc.	Member Secretary

### **Sub-committee members:**

1. Dr. Dinesh Kumar
2. Dr. G. R. Angadi
3. Dr. Siba Sankar Mohanty
4. Dr. Gajendra Meena

### **SSR committee members:**

1. Prof. Jaya Prakash Pradhan, Chairperson CSE – representing Dean SSS.
2. Dr. Hemang Desai, Deputy Registrar

### **Other invited members:**

1. Prof. Man Singh, Dean SCS
2. Prof. Prakash Jha, Dean SAMS
3. Prof. Pallavi Sharma, Dean (i/c) SNS

4. Dr. Rajneesh Kumar Gupta
5. Prof. Rajesh Makwana
6. Dr. Sony Kunjappan
7. Dr. R. Hiranmai Yadav
8. Dr. Jagannatham Begari
9. Dr. Rajesh Vasita
10. Shri Samsher Singh
11. Shri Mukesh Parmar
12. Dr. Alok Pandey
13. Dr. Leela

At the outset, Hon'ble Vice Chancellor welcomed all the External Members, Deans, Chairpersons, Coordinators and Officers of the University and highlighted the importance of Internal Quality Assurance Cell in the University as per NAAC mandate. He further elaborated the NAAC criteria for assessment and the role of the IQAC. IQAC in any institution is a significant unit and is responsible for continuous improvement in quality & culture of education imparted in an institution. Hon'ble Vice Chancellor also advised the Director, IQAC to convene meeting at least once in a quarter. Thereafter with the permission of Chair Director, IQAC, Member Secretary of the committee presented the agenda items.

#### **Agenda No. 1: Revision of Syllabus**

All the Deans of various Schools informed the Committee that they have been regularly updating their syllabus following the laid down procedures. Almost all the Schools have revised their curriculum/syllabus in recent past. However, there are some schools and Centres where the revision of the syllabus is under process and soon will be revised and submitted to the office of the Registrar for placing the revised syllabus before the Academic Council of the University. Responding to the periodic review of syllabus, Hon'ble Vice Chancellor explained the importance of review of syllabus at least once in three years. It was further discussed in the meeting that in all the Schools/Centres while undertaking revision of syllabus, NEP provisions such as skill development, employability, use of SWAYAM portion around 20% etc. be incorporated. Duly revised syllabus will be placed before the AC/EC. Subsequently, the office of the Registrar will notify the duly approved syllabus of the academic programmes of the concerned schools and centres.

**Resolution 01:** The Committee was apprised about the revision of course curriculum made by most of the schools, and it unanimously advised that those Schools where syllabus has not yet been revised, revise the syllabus incorporating NEP provisions in curriculum. The revised syllabus after due approval from the respective school board of studies will be submitted to office of Registrar for the approval of statutory bodies. After statutory body approval, it will be notified and uploaded on university website. Further it is also resolved that a calendar for revision of syllabus may also be prepared.

#### **Agenda No. 02: Proposed New Courses in Schools/Centres**

As some new diploma / certificate course in Language, MA Course in Hindu Studies, and other ad-on courses, value added courses have already been approved or are to be approved by the Schools Board and Academic Council, details thereon may be submitted to the office of the Registrar on priority. Mr. Gautam Jain, external member suggested that the University should plan to introduce Postgraduate (PG) programme in Natural Resource Management.

**Resolution 02:** The committee apprised about the new courses already approved and advised to endorse the short-term certificate programmes such as Poverty Alleviation, Human Rights, Gender Studies, German, Chinese, Gujarati and Hindi language course and MA in Hindu studies, resource management etc. suggested by some of the Deans/Schools and external member. Prof. Bhawana Pathak, Dean, SESD informed that Natural Resource Management is being already taught to PG students in SESD. Committee further suggested to prepare the outline along with syllabus of certificate/diploma programmes and submit to the office of Registrar through respective School Board of Studies for approval of Academic council.

#### **Agenda No. 03 : Research & Development**

The University has a Project Cell to monitor the research projects. Dr. Rajesh Vasita, Coordinator of the cell is looking after the externally funded research projects and other activities related to projects. However, Research and Development Cell headed by a Senior Academician would be crucial in formation and implementation of research promotion policies of the University. The proposed new R & D Cell would undertake promotional activities with regard to interdisciplinary and unconventional research, to ensure the integration of teaching and research, and to see the involvement of students in the research processes, to develop international strategic partnerships, organise seminars, panels and lectures to disseminate knowledge on various projects, collaborate with other institutions at both local and international levels.

**Resolution 03:** The Committee unanimously considered the idea of having a Research & Development Cell in the University to promote research projects, research publication, patents, copyrights, collaborations, joint research etc. Documents related to research such as year wise extramural funds, outcome of the research, technology transfer, patents, publications etc. done by CUG teachers are to be maintained.

#### **Agenda No. 04: Teaching during Covid 19 Pandemic**

The House was updated on the ongoing online teaching in the University and the status of student's attendance during Covid 19 pandemic along with the difficulties faced by the students during delivery of online classes. However, overall online teaching work in CUG has been successful.

**Resolution 04:** The Committee expressed sense of satisfaction for the 100% online teaching undertaken by the faculty and the student's participation in it.

#### **Agenda No. 05: Examination & Evaluation during Covid 19 Pandemic**

The Controller of Examination apprised the committee that admission for the AY 2020-21, assessment and evaluation of Mid-Sem and End-Sem exams were conducted successfully. M.Phil. / Ph.D. evaluation were also done in time.



**Resolution 05:** The Committee expressed sense of satisfaction for the 100% online examination and evaluation carried out by the University.

#### **Agenda No. 06: Academic Events**

In spite of Pandemic situation, the University has been able to organize encouraging numbers of conference, webinars, workshops, and training programmes in virtual mode and few workshops in physical mode following Covid 19 guidelines. Almost all these online programmes had a good number of participants, where acclaimed experts and academicians participated. The ICT Cell has all the data on such programmes organized by the University.

**Resolution 06:** It was resolved that all the Schools/Centres may keep the documents and reports of all the conferences, webinars, workshops, training programmes, distinguished lectures/talks organized irrespective of online or offline mode with necessary documentations such as details on number of participants, photographs, proceedings etc. Schools/Centers need to maintain the year wise documentation of all academic events.

#### **Agenda No. 07: 3rd Convocation organized by CUG**

The University has successfully organized its 3rd Convocation in the benign presence of Hon'ble President of India as Visitor of the University, Hon'ble Minister of Education, GoI, Hon'ble Governor of Gujarat, Hon'ble Deputy CM of Gujarat and other esteemed dignitaries. COE informed the house that the following number of degrees were awarded:

UG/B.Voc. – 24 students, PG – 121 students, M.Phil. – 26 students & Ph.D. – 73 students

**Resolution 07:** The Committee noted the grand celebration and successful completion of the 3rd Convocation of the University.

#### **Agenda No. 08: Activities of various Cells in CUG**

The University has constituted many Cells such as Alumni Cell, ICC, SC/ST Cell, Placement Cell, Project Cell, Remedial Coaching Cell etc. Some of the Cells are required to be reconstituted. However, each cell has conducted number of activities in last five years. All Cells' Coordinators /Nodal Officers briefed the House about the activities carried out in their respective Cells.

**Resolution 08:** It was resolved that all the Cells' Coordinators will keep the documentation on various activities conducted. It may be in the form of minutes of the committee members, photographs of events etc. Further, the University may establish other required cells in the University as and when required.

#### **Agenda No.09: Student's feedback**

For obtaining students feedback on teachers' performance as well as on infrastructure and other facilities a google form has been designed with the help of ICT. Similarly, feedback forms for alumni have also been prepared.

**Resolution 09:** The committee after due deliberation on this agenda suggested all the School must obtain students feedback and analyze the data subsequently. Schools shall send it to IQAC office for records purpose. The respective Schools and Centres are also required to keep records of student's feedback at the Schools/Centres Office for last 5 years. The Nodal Officers of Alumni Cell will ensure maximum registration of alumni and also keep the record of all registered alumni and their annual feedback.

#### **Agenda No.10: ICT Activities**

**Resolution 10:** The committee noted the activities undertaken by the ICT, where ICT of the university has been effectively providing the technical support for conducting exams, organizing academic events and Ph.D., M/Phil viva. Further use of ICT tools especially CUG Learning Management System be strengthened, and its utility be expanded.

#### **Agenda No.11: Recruitment of Teaching & Non-Teaching Staff**

The committee was informed that the HR Cell of the University has tried to fill up the vacant teaching and non-teaching positions. However, due to Covid-19 pandemic the University could appoint 9 teachers and 10 non-teaching staff. Further, CAS promotions were processed for 36 teachers. The Recruitment process is still in progress.

**Resolution 11:** The Committee noted the updates on the recruitment of teaching, non-teaching staff and CAS promotions.

#### **Agenda No.12 Outreach & Extension Activities:**

Respective Nodal Officers of the NSS, UBA, EBSB, Yoga Club informed the Committee on various activities conducted by them during the pandemic.

**Resolution 12:** The Committee noted the activities conducted by NSS, UBA, EBSB, Yoga Club etc. under outreach and extension activities and suggested for proper documentation of the activities.

#### **Agenda No.13: Activities carried out by Sports & other activities:**

**Resolution No.13:** The Committee was pleased to note the achievements of students in sports, their participation in West Zone, Khel Mahakumbh, and other sports events. Further, the Committee also noted that the DSW is exploring the possibility of a Cycle Stand under Green Gandhinagar scheme of the Government of Gujarat. This will reduce frequency of university student transport to ply between the two campuses.

#### **Agenda No.14: Preparation of IIQA & SSR**

The Committee was informed that Self-Study Report (SSR) Preparation Committee has been constituted and the said committee had its 1st meeting on 25th May 2021. The SSR preparation committee is now collecting data from various schools/centers/cells and sections of the University. Once the data is collected the Committee will comprehend the data in proper form and will prepare the SSR.

The Director – IQAC informed the Committee that IIQA is already prepared and will be uploaded shortly after the approval of competent authority.

**Resolution 14:** The Committee noted the action taken report on IIQA and SSR.

**Agenda No.15: Progress related to new campus of the University.**

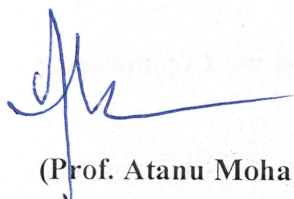
**Resolution 15:** The Committee noted the approval of DPR, MoU with CPWD, meeting with all Deans for their infrastructure and architectural requirements of building and the possibility of groundbreaking ceremony for initiating the construction work of the new campus in near future.

Apart from the above agenda items, the Committee was apprised on following activities:

The Committee noted the constitution of internal Academic & Administrative Audit (AAA) committees to undertake internal academic and administrative audit of each School and Centre with timeline up to 1st fortnight of July 2021.

1. The Committee also noted that Prof. Jaya Prakash Pradhan will prepare a proposal for reactivation of the competitive exams cell to prepare students for various national level competitive exams.
2. The Committee also noted the constitution of Telephone Directory Committee and the compilation of relevant contact information from all teaching and non-teaching staff members.

The Meeting ended with vote of thanks to the Chair by the Director-IQAC.



(Prof. Atanu Mohapatra)

Director, IQAC



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## **Action Taken on the Agendas/Items (Minutised) in the IQAC Meeting held on 29 May 2021, VLRC, CUG, Sector – 29, Gandhinagar**

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### **Agenda(s)/Item(s) and Action Taken**

#### **1. Revision of Syllabus**

**Action Taken:** Syllabus of various courses offered in the University get revised and updated periodically with the insights from the subject experts and duly approved by the Centre Board of Studies and School Board of Studies. Syllabus of various courses have been revised and put in the University website.

#### **2. Proposed New Courses in Schools and Centres**

**Action Taken:** Some of the new courses like, MA in Hindu Studies, M.A. in Migration and Diaspora Studies, certificate courses in Hindi language and Gujarati language etc. have been approved from the University and have been sent to UGC for final approval.

#### **3. Research and Development**

**Action Taken:** The Research and Development Cell has been constituted and displayed in the website of the University. The basic objective of the Cell is to monitor and prioritise the areas of research, research projects and quality publications. The Cell comprises of a director, deputy director, assistant director, assistant registrar and some secretarial staffs.

#### **4. Teaching during Covid 19 Pandemic**

**Action Taken:** Online and blended mode of teaching-learning during the Covid 19 period has been carried out very effectively and successfully. 100% classes have been undertaken by the faculty members and the students have attended and participated in the classes regularly and enthusiastically. To facilitate the faculty members in undertaking online classes the University has provided them with web cam and speaker.

#### **5. Examination and Evaluation during Covid 19 Pandemic**

**Action Taken:** Mid-Sem and End-Sem examinations, assignments, term papers, presentations and the evaluation during the Covid 19 pandemic period have been conducted online with 100% success. M.Phil. dissertation and Ph.D. thesis evaluation and viva have been conducted on time.

#### **6. Academic Events**

**Action Taken:** All the Centres and Schools of the University have taken this pandemic as an opportunity and have organized many numbers of national and international webinars, distinguished talks, special lectures, workshops, training programmes etc. Few workshops have also been organized physically following Covid 19 guidelines. All these academic activities had a very overwhelming number of participants, well acclaimed experts and renowned academicians. The reports of these academic activities have been submitted periodically to UGC and other academic bodies.

#### **7. Activities of Various Cells**



**Action Taken:** The University has constituted many cells like, Alumni Cell, Internal Complaint Cell, SC/ST Cell, Placement Cell, Project Cell, Remedial Coaching Cell etc. The coordinators/nodal officers of various cells organize various activities including awareness programmes, distinguished lectures etc. on their respective cells. The different cells of the University are helping in addressing and resolving various academic and nonacademic issues.

#### **8. Student's Feedback**

**Action Taken:** For obtaining the feedback of students on teachers' performance, update of syllabus, teaching-learning activities, infrastructural and other facilities etc. a google form has been designed. Student feedback for various Schools/Centres has been carried out. Alumni feedback forms have been filled up and analysis of the same will be done shortly.

#### **9. ICT Activities**

**Action Taken:** In this pandemic period ICT team of the University has been doing a tremendous job in facilitating the online teaching-learning activities, holding M.Phil. and Ph.D. viva, managing admission process, conducting examinations and evaluations etc. Students of the University are also greatly benefitted by ICT. Cyber library has been of great help. ICT is the backbone of the University, and the University is very promptly providing all the necessary facilities required for the enhancement of ICT in the University.

#### **10. Outreach and Extension Activities**

**Action Taken:** NSS, UBA, EBSB, Yoga Club etc. have undertaken successfully various outreach and extension activities under Azadi Ka Amrut Mahotsav Programme.

#### **11. Activities Carried out by Sports and other Activities**

**Action Taken:** The students of the University have participated in various sports activities like, Khel Mahakumbh, West Zone and other sports events etc.

#### **12. Preparation of IIQA and SSR**

**Action Taken:** The Self-Study Report (SSR) Preparation Committee has been constituted and the Committee is in the final stage of preparing the SSR in consultation with different Centres and Schools of the University. IIQA has already been prepared and will be submitted shortly.

#### **13. Progress related to new campus of the University in Baroda**

**Action Taken:** The DPR for the new campus building has been approved and MoU with CPWD has been signed. The architectural design and infrastructural requirements of various Schools and Centres of the University have been finalized in consultation with the deans, chairpersons and faculty members. Very soon the founding stone ceremony will be held. Govt. of Gujarat has sanctioned Rs. 10 Crores for developing the nearby and approaching road to the new campus of Vadodara. Subsequent to the finalization of tender for construction of the new campus, the work has already started.

**(Prof. Atanu Mohapatra)**

**Director, IQAC**