MINUTES OF THE MEETING

The Indraprastha University Internal Quality Assurance Cell (IIQAC) meeting was held on March 15, 2021 at 11.00 AM in the Online mode.

Maj Gen N K Dhir, Registrar, Shikha and Dr Dinesh could not attend the meeting.

The member secretary welcomed all the members to the meeting. He shared with all the various initiatives and activities conducted by the Cell such as:

- Workshop on "Job Readiness during Turbulent Times: Skill Development Approach" on 27th February 2021 jointly with Skill development Cell of the University for all the students of GGSIPU,
- A Workshop on "Towards Quality publications and impactful Research: editors perspective" on January 8, 2021 for all Faculty members.
- A workshop on "Open Source Referencing Management Software 'Mendeley Reference Manager" for the Faculty and Scholars of the University through Elsevier for managing bibliographic referencing.

All these were conducted in the online virtual mode and were highly appreciated.

It was informed that University has also been a "Recognized Social Entrepreneurship, Swachhta and Rural Engagement Cell (SES REC) institution" by Department of Higher Education, Ministry of Education, Govt. of India. Also University has filed its data for NIRF 2021 within the time line for the same alongwith four schools i.e. USMS, USICT, USAP and USLLS.

The agenda and minutes of the meeting are as under:-

Agenda 1: To approve the minutes of the last meeting held on 29.07.2020.

The minutes were circulated to all the members by email. Since no comments have been received, the minutes are deemed to be considered as approved.

Agenda 2: To review the Action Taken Report for the points emerging from last meeting.

The Action taken report on the minutes is attached as Annexure 'A' to the minutes.

Agenda 3: To discuss the refurbishing of Media/Lecture Recording Centre

The matter of refurbishing of Media/Lecture Recording Centre was discussed and the members unanimously decided the following:-

The University should work towards development of online courses to be offered through Swayam/NPTEL platform. This requires extensive use of media room. Upgradation of infrastructure at existing facility of Media Room with Software, Hardware and improved

ambience and acoustics for preparation of Online video recording of lectures and Moocs and Swayam courses to be undertaken on priority basis. This will support the submission of more proposals for development of online courses.

It was decided that a team shall visit the existing facility in School of Mass Communication immediately. Hon'ble Vice Chancellor assured to be present during the visit and promised all support for the initiative. Dr Durgesh Tripathi Coordinator MOOCS and faculty in School of Mass Media and National Coordinator for MOOCs on Media was identified to drive this initiative through a team to be constituted.

Mr Sachin Bharti suggested to involve the technical staff of the mass media for different media related events of the University.

Agenda 4: To discuss the strengthening of digital infrastructure for hybrid mode of teaching

The matter regarding strengthening of digital infrastructure for hybrid mode of teaching was discussed and the following decisions were arrived at:

- Every school must develop facility for conducting online classes from the campus. This may require smart digital facilities to be made ready with all state of the art teaching aids.
- Learning Management System (LMS) should be implemented by all Schools.
- Wi-Fi in the School to be strengthened through the support of the UITS Section of the University
- Replacement of the obsolete hardware and software to be undertaken.
- Relevant Software to be procured for skill enhancement in lab based papers
- Enabling students to acquire laptops through high corporate discounts and tieups, etc.

Agenda 5: To discuss initiating the process of NBA for Technical programmes in various Schools on priority basis.

It was discussed that University need to initiate the NBA process for accreditation of eligible B.Tech./M.Tech. programmes on priority basis. it was decided that a committee may be constituted with the external experts to steer this process in a time bound manner.

Agenda 6: To discuss the approval process for MBA program from AICTE for availing various funding schemes and subsequent NBA.

The approval process for MBA program from AICTE for availing various funding schemes and subsequent NBA was discussed and it was apprised to the members that
- For MBA programme, AICTE approval is not mandatory being a university teaching department. AICTE approval was obtained by School of Management and all mandatory disclosures were being filed till 2008. However the mandatory disclosures are not being regularly uploaded thereafter. However, for availing schemes and grants, AICTE approval and NBA is mandatory for all programmes for all institutions which are eligible.
- NBA has weightage in NIRF and NAAC as well as other ranking frameworks. NEP 2020 also seeks to link all grants with Accreditation.
- It was proposed and approved that for B.Tech./M.Tech./MBA programmes, NBA Steering Committee comprising of Dean, USMS, Dean USICT, Director Academic

Affairs and Registrar may be constituted with members drawn from within the University as well as external experts to steer this process in a time bound manner.

Agenda 7: To review the progress for 3rd Cycle of Assessment and Accreditation of the University and plan of action for the same.

The progress of the 3rd Cycle of Assessment and Accreditation of the University and plan of action was apprised to the member.

- The proposed NAAC schedule prepared got disrupted due to many factors.

- The format has undergone changes

- The time line for data has been extended for 2019-20 to be counted upto 31st December 2020.

- The first set of draft has been prepared but has some bottlenecks and shortcomings.

The action plan was discussed. It was decided that a core small team should work for the preparation of SSR and DVV in a time bound manner. The members of the team shall devotedly work for this activity only. Weekly meeting to be conducted to record progress and the bottlenecks if any to be addressed. It was agreed that University should submit its data by april end and the first draft to be ready by 10th April. 2021. The action plan to be submitted to Hon'ble Vice Chancellor for his intervention, wherever required.

Agenda 8: Any other Agenda with the permission of the Chair.

The following additional points were taken up and discussed:

a. It was suggested that University should initiate undertaking MOUs with industry bodies/organisations for enhancing the training and placement of students. Members of the Cell Ms Sarika Gulyani from FICCI and Dr. Jatinder Singh from PHDCC assured to make all efforts to undertake such an association.

b. Constitution of the University Task Force for Implementation of NEP 2020.

   As required by the Govt. of Delhi, University need to constitute a task force for implementation of NEP.

c. Conducting Workshops and Webinars on the Implementation of NEP for faculty as well as Affiliated Colleges in March/April2021. For sensitising and making them aware as well as involving them in various tasks for the same.

d. Setting up of School of Liberal Arts in the University

   White Paper on School of Liberal Arts was presented for information of the members. (Annexure B). After deliberations, it was decided to constitute a committee for the same and its recommendations may be placed in the next meeting.

The meeting ended with a vote of thanks to the Chair.

(Prof. A.K. Saini)
Member Secretary, IIQAC

Copy to: Chairperson and All Members of IIQAC

ACTION TAKEN REPORT OF THE IIQAC MEETING HELD ON 29.07.2020

Agenda-wise Action Taken Report:

1.	To approve the minutes of the last meeting held on 27.01.2020.	The minutes of the meeting as circulated to members of the last meeting were approved as no comments were received.
2.	To review the Action Taken Report for the points emerging from last meeting.	Action Taken Report based on IIQAC Meeting held on 29.07.2020 will be placed on the Table during the meeting.
3.	To welcome the new members of IIQAC	The new members who joined the IIQAC for a two year term introduced themselves and were briefed about the objectives of the Cell and the roles and responsibilities to meaningfully contribute for the quality improvement of teaching learning process in the University.
4.	To discuss the conduct of activities related to Quality by IIQAC	The Cell organized workshop on Open Source Referencing Management Software 'Mendeley Reference Manager' for the Faculty and Scholars of the University through Elsevier for managing bibliographic referencing. The workshop on Job Readiness during Turbulent Times: Skill Development Approach" was organized on 27th February 2021 jointly with Skill development Cell of the University for all the students of GGSIPU. The Workshop on Towards Quality publications and impactful Research: editors perspective" on January 8, 2021 for all Faculty members.
5.	To discuss the strengthening of infrastructure /tools to support online education for student and academic functioning during pandemic.	The University has subscribed to dedicated Online Conferencing platform Cisco Webex for all the teachers of the University. The teachers have been advised to use all possible open digital resources and use them for teaching learning process apart from implementation of Learning Management System.
6.	NIRF Ranking – 2020 – An analysis for action plan.	An in-depth analysis was done within the University and the action plan was drawn for sharing with the stakeholders. The core team of NIRF was also nominated to attend workshop for the same organized by State of Telengana in January 2021.

7.	To discuss the plan of action for 3rd cycle of NAAC accreditation	The action targets are yet to be achieved due to covid19 situation and the new online examination process. The branch/school wise data collection has been completed. The qualitative write-ups have been completed. Validation of data from the concerned branches/schools has been done partially. The supporting documents from various sections are still to be completed and the efforts are on to get the same. As a result the IIQA and SSR is on hold. However, the first version of SSR has been completed for all criteria. New schedule need to be worked out.
8.	Review regarding CAS implementation.	It was informed that University is working on the completion of process for undertaking CAS. The CAS has been completed in November 2020.
9.	Any other agenda with the permission of the Chair.	Continuous evaluation system is still under discussion and is being considered for the new program scheme for the next academic session.

(Prof. A. K. Saini)
Member Secretary, IIQAC

ACTION TAKEN REPORT OF IIQAC MEETING HELD ON 15.03.2021

Agenda-wise Action Taken Report:

1.	To approve the minutes of the last meeting.	The minutes of the meeting as circulated to members were approved as no comments were received.
2.	To review the Action Taken Report for the points emerging from last meeting.	Action Taken Report based on IIQAC Meeting held on 29.07.2020 is annexed as Annexure-'A'.
3.	To discuss the refurbishing of Media/Lecture Recording Centre	A visit to the School of Mass Communication was carried out and the requirements were assessed. Dr Durgesh Tripathi Coordinator MOOCS and faculty in School of Mass Media was requested to work-out a technical and financial plan for the refurbishing of the Media Centre. The financial support for the same shall be examined thereafter by the University. It was emphasized that the existing staff and facilities should be optimally used in various activities of the University. This to be done in 2 weeks' time.
4.	To discuss the strengthening of digital infrastructure for hybrid mode of teaching	• Every school has identified facility for conducting online classes from the campus, in case anyone wants to use the same. However, the proposals are being examined (demo being taken) to setup at least one fully smart digital classroom with lecture recording and transmission facility. • For a structured Learning Management System (LMS), moodle based platform has been selected and the implementation on the cloud has been customized. The URL for the same is: lms.ggsipu.ac.in • The work for uploading the course contents on the LMS is being taken up with the faculty members. • To strengthen the Wi-Fi connectivity in the University campus, work has already been undertaken by the UITS branch. They are working out the system for implementation of the same.

		• The process of hardware and software acquisition by the schools has been initiated based on the specific needs. • The process of Enabling students to acquire laptops through high corporate discounts and tie-ups, etc.is yet to be initiated as need assessment has to be done first. The campus has still not opened and the same would be undertaken once the students are available in the campus.
5.	To discuss initiating the process of NBA for Technical programmes in various Schools on priority basis.	The USICT is handling all the AICTE work for 3 schools of the University i.e. USBT, USCT and USICT. The Dean, USICT has been informed to immediately undertake the process of NBA for the programmes, they consider appropriate in consultation with Dean USBT and USCT.
6.	To discuss the approval process for MBA program from AICTE for availing various funding schemes and subsequent NBA.	It was decided to first examine the need for approval from AICTE for the MBA program. There seems to be a provision that Universities are not compulsorily required to take AICTE approval. Also for NBA, AICTE approval is not mandatory. The process is being taken up with NBA for further action in the matter by the Dean, USMS.
7.	To review the progress for 3rd Cycle of Assessment and Accreditation of the University and plan of action for the same.	To give further focus to NAAC process, a meeting of the core committee was held on 16.03.2021. It was decided that: (i) Prof. Neena Sinha, USMS and Prof. Manoj Taleja, USICT will be working exclusively on the NAAC and AQAR documents preparations. However, other Core Committee Members will also be available for any task and assistance required by them as they are handling different NAAC criteria. (ii) A separate room has been setup for preparation of documents and deliberations with adequate IT infrastructure in Room D-405.

	(iii) The criteria 2 and 4 have been completed with all writeups. Some data is still required from examination branch as currently they are busy with online examinations. (iv) All other criteria team have also filled up their data and prepared a list of the shortcomings. **(v)** The additional data upto December 2020 has also been sent to be collected from various branches. The NAAC schedule as decided on finalizing the draft SSR and DVV could not be adhered to due to Covid19 lockdown in the University since mid April 2021.
8. Any other agenda with the permission of the Chair.	• A draft MOU has been worked out an has been sent to Legal Branch for vetting and to be used for undertaking with various institutions and organizations. • A University Task Force for Implementation of NEP 2020 has been constituted. (Copy enclosed). • A workshop cum Interaction session has been fixed for 22nd April 2021 with the AIU Secretary general Dr. Pankaj Mittal. (copy enclosed) • More such sessions would be formally undertaken in April/May 2021. In addition each school has been advised to have one session for the BOS members on the NEP. • A committee has been constituted to examine the proposal of setting up of School of Liberal Arts in the University. The committee has submitted its recommendations to the University for further action. (copy enclosed).

(Prof. A. K. Saini)
Member Secretary, IIQAC