



Internal Quality Assurance Committee
Minutes of the 2nd Meeting
Tuesday, 25th August, 2015, 12.00 noon, T1 Conference Rm.

Members Present

Chairman

Prof. C Raj Kumar, Vice Chancellor

Convener and Coordinator

Mr. Aman Shah, Director, QAAO

Members

Prof. Parmanand Singh (External member)
Prof. Sanjeev P. Sahni
Prof. Y.S.R. Murthy
Prof. C. Gopinath
Prof. R. Sudarshan
Prof. Kathleen Modrowski
Prof. Samrat Sinha (representing Prof. Sreeram Chaulia)
Mr. Shivansh Malik (Student Representative)

In Attendance

Prof. Arjya Majumdar (by invitation)
Prof. Harsimran Kalra (by invitation)
Prof. Rajdeep Pakanati (by invitation)
Mr. Jitu Mishra (by invitation)
Ms. Hemlata Varma (by invitation)
Ms. Swarnima Singh (by invitation)
Ms. Jyoti Bansal
Ms. Princy George

Apologies

Prof. Stephen P. Marks
Prof. Vesselin Popovski
Prof. Gudmundur Eiriksson
Mr. Jeremy Wade

Welcome

The Vice Chancellor welcomed all members to the 2nd Meeting of the Internal Quality Assurance Committee.

Agenda – 1 Minutes of the last IQAC meeting held on 15th April, 2015

1. The Committee had previously circulated the minutes of last IQAC meeting on 21st April, 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/2015/1M: 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** as follows:
 - 2.1 A progress report on the NAAC exercise was presented in document QAA/2015/2M.1; Appendix 2 relating to M. 3 below (M.1 of 15th April 2015).
 - 2.2 The proposal for the Annual Programme Review Report recommended by the Committee (M.2 of 15th April 2015) had been approved by the Academic Council and had been implemented by the Registrar.
 - 2.3 A comprehensive Strategic Plan of the University based on the 2020 draft plan of each of the five Schools was under preparation and was expected to be submitted to the relevant committees for consideration in due course (M.5 of 15th April 2015).
 - 2.4 The statements relating to the University's Vision, Mission, Core Values and Graduate Attributes submitted by the Committee had been approved by the Academic Council and the Board of Management (M.8 of 15th April 2015).

Agenda - 3 Accreditation and Related Matters

3. The Committee **received** a progress report on the NAAC exercise (document QAA/2015/2M.1: Appendix_2); along with reports on matters arising from the recent BCI and UGC inspections (document QAA/2015/2M.2: Appendix 3 and QAA/2015/2M.3: Appendix 4); **discussed** various aspects of these exercises and **agreed** as follows:
 - 3.1 That arrangements for multiple rounds of briefings for all staff and faculty members should be made to facilitate an understanding of the nature of the audit exercise and also to ensure that colleagues could internalize and articulate responses on the University's policies, procedures, achievements, challenges and the nature of its work in all areas of activities on the basis of facts and

- detailed information compiled for these exercises and that for staff in junior ranks, briefings could be conducted in Hindi.
- 3.2 That the Director, QAA, in consultation with the Registrar, should develop a plan and arrange briefings in the next few weeks before the end of September.
 - 3.3 That the concerned Deans of Schools and Heads of Departments should also initiate action to brief their staff on NAAC related matters.
 - 3.4 That the Director, QAA, in consultation with Registrar, should plan a mock inspection for the purpose of self-evaluation on the basis of the assessment criteria given by NAAC and that the services of external experts might be useful for conducting the mock inspection.
 - 3.5 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 for the purpose of accreditations and other visits by regulatory bodies; and that the Director, HR, should be requested to conduct training sessions for executive officers on documentation and record keeping.
 - 3.6 That pre-visit briefings should be organized at least 2-3 days prior to the visit of any regulatory body like the Bar Council of India, University Grants Commission, and others.
 - 3.7 That the Schools should each consider producing a Research Portfolio focusing on:
 - the research agenda of the School;
 - research conducted by individual faculty members and their publications identifying them under various categories, such as, peer-reviewed journal articles, citation index ,impact factor, books, book chapters, etc.;
 - research projects and grants received from internal and external agencies and the state of their progress;
 - functioning of research centres including reports from the centres, the objectives of each centre, the faculty and students involved or assisting in each centre, and the activities and publications of each centre.
 - Progress on Research Degree students, the PhD programme.
 - Involvement of students in research activities and publications by students.
 - 3.8 That the Registrar should arrange a meeting with the Deans to review the current PhD Regulations and Guidelines focusing on:

- Reviewing the eligibility criteria for admissions and developing models suitable for each School within the framework of UGC Guidelines and Norms.
- Developing an aggressive plan for marketing of the PhD programme.
- Consider the possibility of offering Professional Doctorate Programmes.

Agenda – 4 Quality Assurance and Enhancement Measures

4. The Committee **received** a verbal report from the student representative, Mr. Shivansh, Vice President, Student Council, JGLS, on the constitution and functioning of the Student Grievance Resolution Committee and the peer support committees as a student initiative. The Committee **expressed** appreciation of the Student Council initiatives.
5. The Committee **received** a copy of the Faculty Handbook from the Director, HR, and **noted** that it would be published and distributed soon to faculty members.
6. The Committee **received** a verbal report from Director, HR, on implementing TCSion as an ERP system to digitalize the university data and on execution of the score card technique for evaluating the performance of the non-academic departments. The Committee **suggested** that the Director, HR, in consultation with Registrar, should convene a meeting by the end of September to review its implementation and meeting the timelines and that feedback from all stakeholders including the Deans and students on the teaching learning module should be incorporated in the TCSion system. The Committee **noted** that the Chief Innovation Officer would play a major role in this exercise.
7. On the matter of coordination between QAAO and School Offices, the Committee **suggested** that the Director, QAA should engage with the Deans of Schools for better coordination with the QAAO.

Agenda – 5 Other Matters

8. Annual Report of the Quality Assurance and Accreditation Office: The Committee **received** a draft of the Annual Report of the Quality Assurance and Accreditation Office from the Director, QAA (document QAA/2015/2M.5; Appendix 5); **commended** the Director on this initiative; **noted** that the Report was intended for submission to the Academic Council and the Board of Management. The Committee **requested** members to provide comments and feedback to the Director on any aspect of the Report before it was so submitted.
9. JGU Alumni Association: The Committee **suggested** that the responsibility for nurturing and counselling the alumni should rest with the respective schools and **agreed** to a proposal by Dean, JGBS, to give an alumni membership card to all passing out students during convocation every year.

10. University Website: The Committee **expressed** concern about the long delay for the updation of the University website and **requested** the Registrar to pursue urgently a time-bound closure of the updation project.

Agenda -6 Revised SSR and SER to NAAC

11. The Committee **received** information on submission of the revised Self-Study Report and the evaluative reports of Schools to NAAC on 6th June, 2015 which could be accessed through JGU website via <http://www.jgu.edu.in/node/704>.

Agenda -7 NAAC 50-point Assessment Indicator

12. The Committee **received** for information a document containing the NAAC 50-point Assessment indicator sheet submitted by JGU to NAAC (document QAA/2015/2M.6: Appendix 6).

Agenda -8 Any other Business: There was no other business.

The meeting adjourned at 1:30 p.m.

Date of next Meeting: To be announced.

9th September 2015