



**Internal Quality Assurance Committee**  
**Minutes of 1<sup>st</sup> Meeting**  
Wednesday, 15<sup>th</sup> April, 2015, 10.00 a.m., VC's Office

---

**Members Present**

**Chairman**

Prof. C Raj Kumar, Vice Chancellor

**Convener and Coordinator**

Mr. Aman Shah, Director, QAAO

**Members**

Prof. Stephen P. Marks

Prof. Vesselin Popovski

Prof. Gudmundur Eiriksson

Prof. Sreeram Chaulia

Prof. Kathleen Modrowski

Prof. Anirban Ganguly (representing Prof. C. Gopinath)

Mr. Jeremy Wade

**In Attendance**

Ms. Jyoti Bansal, QAAO

Prof. Pritam Baruah (by invitation)

Mr. Mithun Sharma (by invitation)

**Apologies**

Prof. Sanjeev P. Sahni

Prof. Y.S.R. Murthy

Prof. C. Gopinath

Prof. R. Sudarshan

Prof Parmanand Singh (External member)

Mr. Arman Sood (Student member)

---

**Welcome**

The Vice Chancellor welcomed all members to the 1<sup>st</sup> Meeting of the Internal Quality Assurance Committee.

## **Agenda - 1 NAAC Progress**

1. The Committee **received** a report on preparatory work in progress for the visit of the NAAC Peer Team (document QAA/2015/1M.1 (Appendix – 1); **noted** the intensive briefings with all schools, academic support departments and non-academic departments led by the Director QAA in consultation with the Registrar and Vice Chancellor; **discussed** various aspects of the exercise and **agreed** as follows:
  - 1.1 that since this was the first such University-wide accreditation exercise, further arrangements for briefings and training should be made to facilitate an understanding of the nature of the audit exercise and also to enable faculty members and staff in general to internalize the University's policies, procedures, achievements, challenges and the nature of its work in all areas of its activities in readiness for questions which the NAAC auditors may ask when they visit;
  - 1.2 that the Director, QAA in consultation with the Registrar and the Controller of Examinations and the should arrange training and a mock audit in the next few weeks before the end of May;
  - 1.3 that the University should propose a set of dates to NAAC for the Peer Team Visit between 15th August to 15th September, 2015 avoiding the examinations season and the semester break;
  - 1.4 that the Schools should consider additional information and evidence required to support the extensive work the University has been doing and continues to do in the area of Research and Consultancy focusing in particular 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, etc.;
    - research grants received from internal and external agencies;
    - functioning of research centers including reports from the centres; and
    - University-based Research Agenda, and other initiatives taken by the University for Govt/Non-Govt and other agencies including impact assessment.
  - 1.5 that the area relating to student-centred learning should also be strengthened to reflect the huge amount of work the University has been doing and in particular relating to:
    - the implementation of the Teaching and Learning Feedback Questionnaire (TLFQ) from the first year of the University's

establishment with a view to taking on board and using student feedback to enhance the quality of courses and programmes;

- the implementation of Outcomes Based Teaching and Learning from the first years of the University's establishment putting students centre-stage with the pedagogy and the design of courses and programmes offered in the University; and
- the need to ensure that the students were fully aware of the learning outcomes of courses and programmes and that course/programme delivery is clearly and directly addressing the University's Graduates Attributes.

1.6 The Chairman **suggested** that Schools may wish to work closely with the Director, QAA, on matters noted in Minute 1.5 above.

## **Agenda – 2 Quality Enhancement and Accountability Measures**

2. The Committee **received** a document containing a template for the submission of the Annual Programme Review Report for each programme (document QAA/2015/1M.2: Appendix 2) for implementation from the academic year 2014-2015; **observed** that the document had previously been circulated to Deans of Schools and that the annual report on each programme was a necessary step as a quality enhancement measure to promote self-reflection, continuous quality improvement, transparency and accountability; and **approved** it for submission to the Academic Council.
3. The Committee **received** a document containing a proposal for the submission of annual reports by academic support and non-academic departments (document QAA/2015/1M.3: Appendix 3); **heard** that measures for a reporting system for these departments were already in progress and **asked** the Director, QAA, to consult with Director, HR, on the matter; **agreed** that this was a necessary step as a quality enhancement measure and **approved** it in principle subject to the availability of further information later.
4. The Committee **noted** that the University was required to prepare an annual report as per Section 42. (1) and (2) of the Haryana Private Universities Act 2006, for submission to the sponsoring body, the Visitor and the Government; **observed** that the Vice Chancellor's address annually at the University's Convocation in August contained the University's report which was then submitted as required by the Act, but **agreed** that in the future, there might be a need to provide further information in the report so as to demonstrate that the University had indeed fulfilled the objectives described in the Act, and that the execution of the annual reporting system for all academic programmes and departments noted in Minutes 2 and 3 above would be helpful.

5. In respect of instituting the strategic plan on a systematic basis for the University, the Chairman **advised** that University had already produced a draft Strategic Plan for 2020 in the last Academic Council which could be improved upon for wider circulation and **asked** the Director, QAA to pursue the matter.

#### **Agenda -3 NAAC Guidelines Related to IQAC**

6. The Committee **received** for information a document containing NAAC Guidelines related to IQAC (document QAA/2015/1M.4: Appendix - 4).

#### **Agenda -4 Composition and Terms of Reference of JGU IQAC**

7. The Committee **received** for information a document containing the Composition and Terms of Reference of JGU IQAC (document QAA/2015/1M.5: Appendix - 5).

#### **Agenda -5 JGU statements of Vision, Mission, Core Values and Graduate Attributes**

8. The Committee **received** for information a document containing JGU statements of Vision, Mission, Core Values and Graduate Attributes which had been subject to intensive consultation in the University (document QAA/2015/1M.6: Appendix -6) and **noted** that these were submitted to the Board of management and the Academic Council.

#### **Agenda -6 Any other Business**

There was no other business.

The meeting adjourned at 11:00 a.m.

#### **Date of next Meeting**

To be announced.

17<sup>th</sup>April, 2015