

IQAC Meeting

29 December 2020

■ Housekeeping Instruction

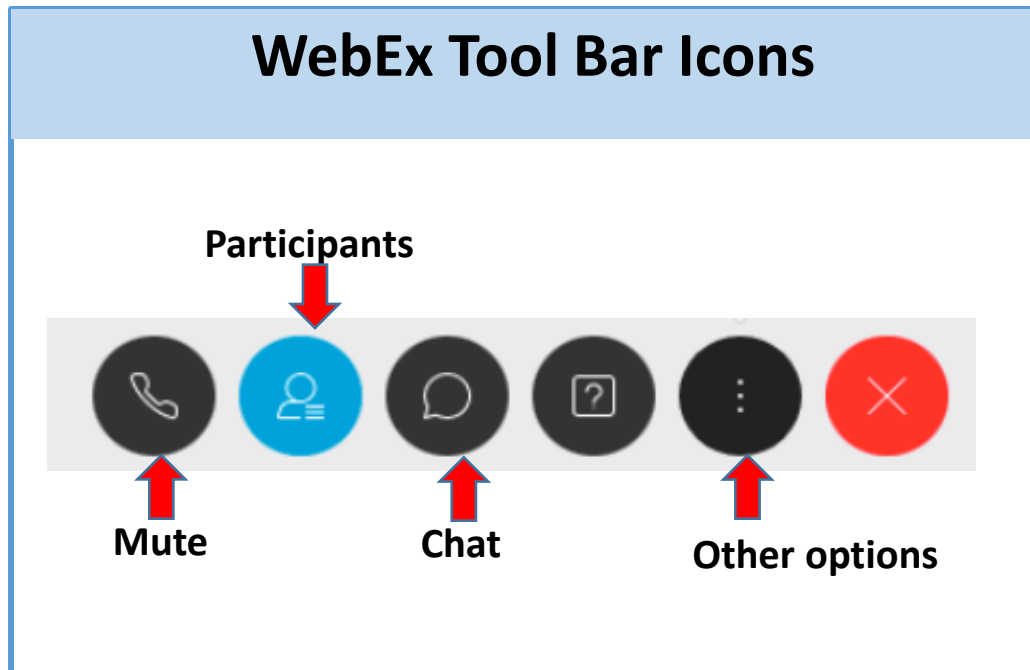
■ General Information

- This meeting is on WebEx platform.
- I am the host for today's meeting and I try my level best to help you in case you experience any technical difficulties during the session.
- It will be recorded.

■ Meeting protocol during discussions

- All attendees will be kept on “unmute” mode.
- If you wish, you may keep your camera “ON”.
- Please keep yourself “mute” during the presentation unless you have to ask a question.
- The presenter should keep his/her camera “ON” while presenting.

■ How to ask questions on WebEx



- You may use the “Chat” or “Raise your hand” followed by “Chat” feature to ask questions.
- Else you may “Raise your hand” and then unmute yourself to ask the question once the presenter allows you.

■ Instruction about WebEx Chat



- When you login to the WebEx, you will see this toolbar at the bottom of your screen.
- “Raise your hand” may be found after clicking on the 3 dots button.

■ Welcome and Roll-Call

■ Agenda

1. Approval of today's meeting's agenda items [Procedural]
2. Approval of Jan 2020 minutes of meeting [Procedural]
3. Action Taken Report of Jan 2020 meeting
4. Institute Feedback System of structured inputs from the stakeholders
 - i. Discussion on BTech 2016-20 Batch Exit Feedback (June 2020)
 - ii. Reporting of Students Survey 2020
5. Proposal on Institute Students Grievance Redressal Cell
6. Discussion on Internal Quality Assurance System
7. Status of AQAR
 - i. 2018-19 (period 1 July 2018 – 31 July 2019)
 - ii. 2019-20 (period 1 Aug 2019 – 31 July 2020)
8. New IQAC Committee Formation
9. Any other

■ 1: Approval of today's meeting's agenda items

Motion: To approve the agenda items of today's (29 Dec 2020) IQAC meeting

■ 2: Approval of Jan 2020 minutes of meeting

- Date of Meeting: 10 Jan 2020
- Minutes of Meeting sent to all: 20 Jan2020
- ATR sent to IQAC members (internal): 5 Dec 2020

MoM 10 Jan 2020 (Ref.: <https://www.daiict.ac.in/wp-content/uploads/2020/01/Minutes-of-IQAC-Meeting-10Jan2020.pdf>)

Motion: To approve the minutes of Jan 2020 IQAC meeting

■ 3: Action Taken Report of Jan 2020 meeting

- Date of Meeting: 10 Jan 2020
- Minutes of Meeting sent to all: 20 Jan2020

6 actionable items were minuted belonging to 4 agenda items.

■ 3: Action Taken Report of Jan 2020 meeting

Agenda #1: IQAR 2017-18 (period 1 July 2017 – 30 June 2018)

Action to be taken: IQAC Director will send a mail to all custodians of the above missing data.

Responsibility: IQAC Director

Action Status: Action was taken on 10 Jan. IQAC-Meeting-10Jan2020-with corrected slides 5-7.pdf was sent to all. The IQAR 2017-18 was sent for posting on our website on 29 Jan 2020.

CLOSED.

■ 3: Action Taken Report of Jan 2020 meeting

Agenda #2: Academic Audit 2019

Action to be taken: BTech Curriculum Review Committee to be constituted.

Responsibility: Dean (AP)

Action Status: Notification of BTCRC 2020 was announced on 12 Feb 2020.

BTCRC Composition:

- Prof. Sanjay Srivastava, Convenor
- Prof. Anjan Ghosh, Member
- Prof. Madhumita Mazumdar, Member
- Prof. Jaideep Mulherkar, Member
- Prof. Yash Vasavada, Member
- Prof. Arnab Ray, Member
- Prof. Priyanka Singh, Member and
- Prof. Ahlad Kumar, Member

The Committee is expected to submit its report to the Director shortly.

CLOSED.

■ 3: Action Taken Report of Jan 2020 meeting

Agenda #2: Academic Audit 2019

Action to be taken: Mechanism to record the grading policy of each instructor.

Responsibility: Dean (AP)

Action Status: Prof. V. Sunitha will present.

CLOSED.

■ 3: Action Taken Report of Jan 2020 meeting

Agenda #3: Discussion on Students Exit Feedback

Actionable item: It was decided that responsible office-bearers will come up with actionable items to address the above.

Responsibility: Dean-AP, Dean-Students, UGC Convenor, PGC Convenor and Registrar

Action Status: The high concern points under “Academic support system” are:

- Usefulness of Teaching Materials (Q #2),
- Continuous Evaluation System (Q #4),
- Quality and Range of Elective Course Offerings (Q #6),
- Fairness of Evaluation (Q #8).

And the high concern areas under “Administrative support system” are:

- Interaction with Administration (Q #10),
- Hostel Facilities (Q #13),
- Health Care Facilities (Q #14).

No action reported.

■ 3: Action Taken Report of Jan 2020 meeting

Agenda #3: Discussion on Students Exit Feedback

Action to be taken: Employers Feedback to be collected and the analysis be made available to IQAC.

Responsibility: Placement Manager

Action Status: The placement cell confirms that employers feedback is duly collected. It will be provided on annual basis. Currently the inputs are:

- **UG:**

- 1) Programming concepts, such as OOPs, should be more stressed upon.
- 2) B.Tech. final semester should be allowed to do BTP with companies (as is the present case)

- **M.Tech. (ICT)**

- 1) Students lack good programming skills. They should be efficiently trained.
- 2) Lack in extra-curricular skills too. They should be motivated to join various clubs such as programming club, debate club, etc. of DA-IICT.

CLOSED.

■ 3: Action Taken Report of Jan 2020 meeting

Agenda #6: Grievance Redressal System of the Institute

Action to be taken: It was decided that Dean (AP) and IQAC Director will submit a process on how to make GRS effective.

Responsibility: Dean (AP) and IQAC Director

Action Status: A comprehensive ISGRC is proposed and is part of today's agenda.

CLOSED.

■ 4: Institute Feedback System of structured inputs from the stakeholders

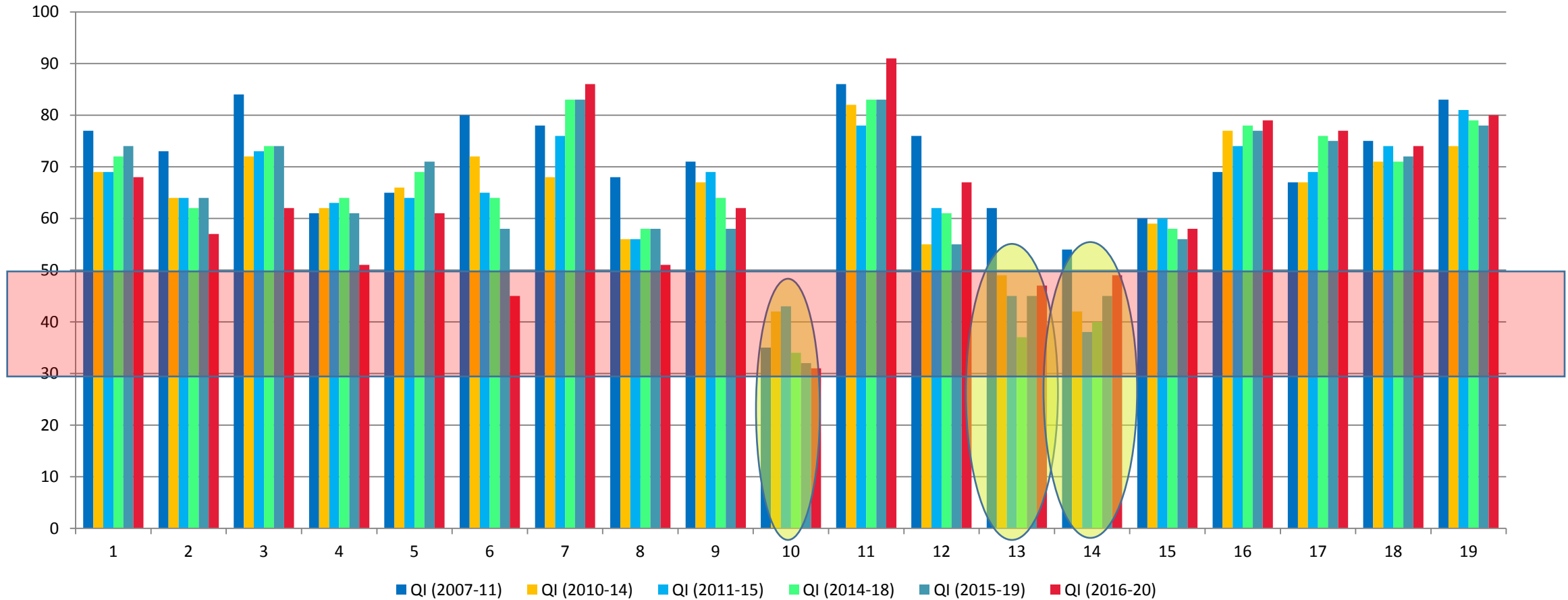
Per the NAAC template of AQAR, **section 1.4 “Feedback System”**:

- # 1.4.1 Whether structured feedback received from all the stakeholders.
- # 1.4.2 How the feedback obtained is being analyzed and utilized for overall development of the institution?

Section 1.4.1 defines the Stakeholders as under:

- Students (Current & Graduating)
- Teachers (Faculty)
- Employers
- Alumni
- Parents

4 (i): Discussion on BTech 2016-20 Batch Exit Feedback



■ 4 (i): Discussion on BTech 2016-20 Batch Exit Feedback

Discussion:

Points # 10, 13 & 14 are still of high concern:

These fall under “Administrative support system” (slipped within the band of 30-50% from the earlier band of 45-55%):

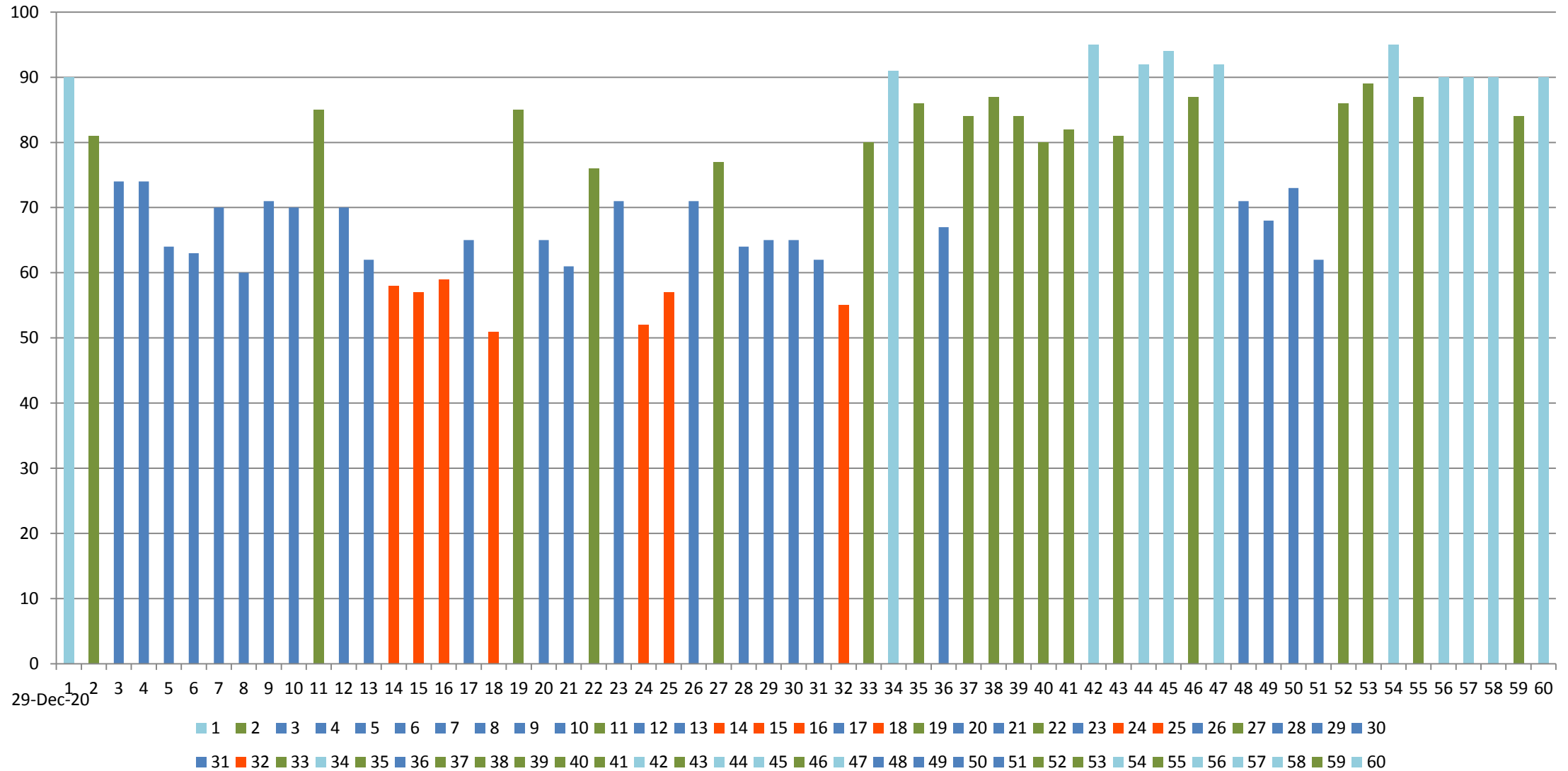
- Interaction with Administration (Q #10)
- Hostel Facilities (Q #13)
- Health Care Facilities (Q #14)

A further decline is observed in the following 3 points of “Academic support system” which were mentioned in the last meeting too:

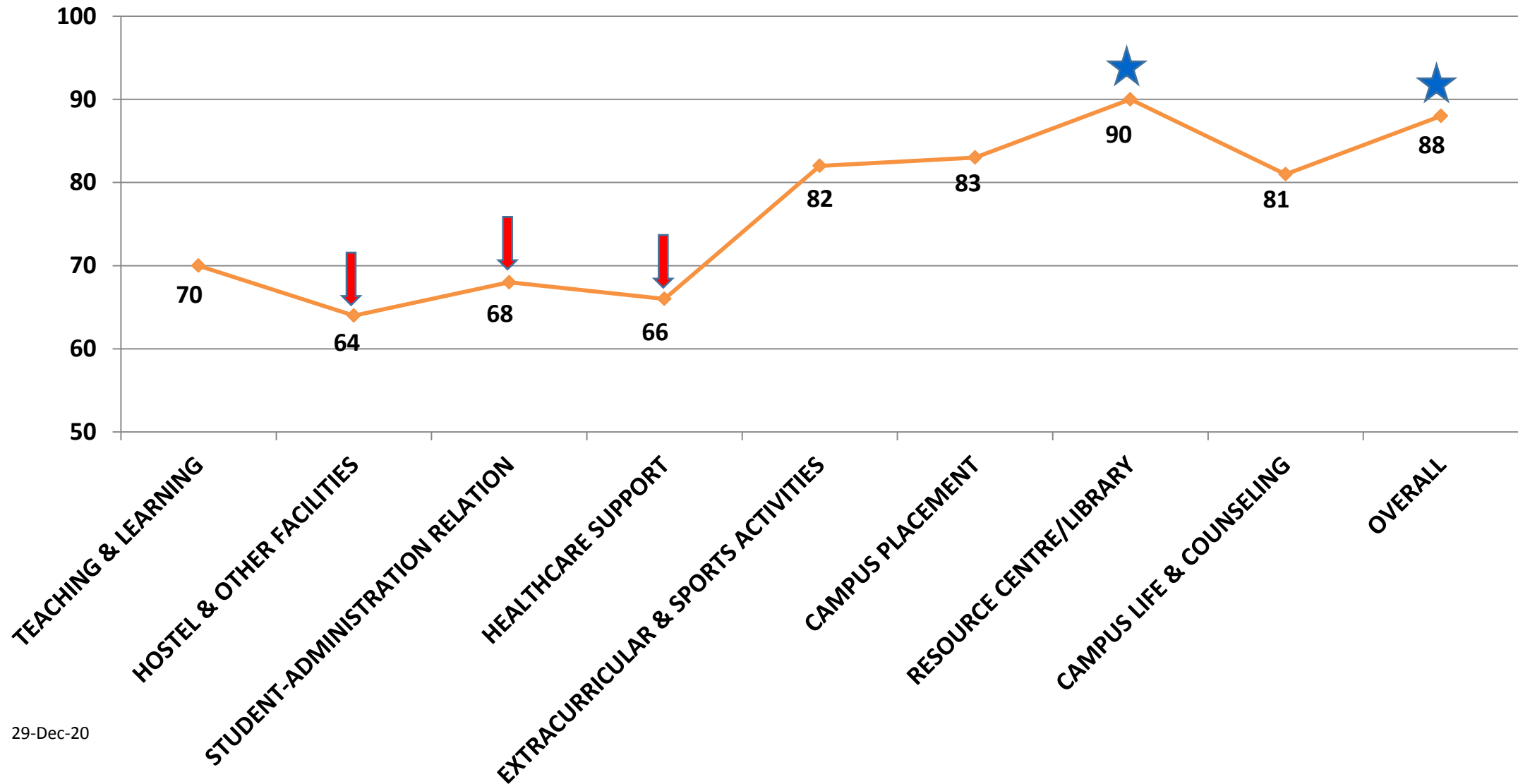
- Continuous Evaluation System (Q #4)
- Quality and Range of Elective Course Offerings (Q #6)
- Fairness of Evaluation (Q #8)

4 (ii): Reporting of Students Feedback (17 Apr 2020)

QI (2020 Students Survey)



■ 4 (ii): Reporting of Students Feedback (17 Apr 2020)



■ 5: Proposal on Institute Students Grievance Redressal Cell

Salient points of the Institute Students Grievance Redressal Cell (ISGRC) are:

Name

- Institute Student Grievance Redressal Committee (ISGRC)

Composition

- IQAC Director, Chairperson
- Dean (AP), member
- Dean (R&D), member
- Dean (Students), member
- One senior professor, member (appointed by the Director)
- SBG Convenor, invitee

■ 5: Proposal on Institute Students Grievance Redressal Cell

Term of ISGRC

- Two years

Quorum

- Three (excluding the invitee)

Submission mechanism

- Digitally through an Online Portal
- Through written form also (in this case same would be entered in the online portal by the Secretary of IQAC Director (Chair of ISGRC))

■ 5: Proposal on Institute Students Grievance Redressal Cell

Closure Notification

- Within 15 working days (if it is not happening, the reason for the same shall be recorded and communicated to the complainant too.)

Impact

Three impacts are expected on the conclusion of the proceedings:

- The complainant is satisfied (get it in writing)
- The decision may improve some internal process, such as transparency in grading policy, teaching of adjunct faculty, food and hygiene in cafeteria, management of hostels etc. (record it and circulate)
- The complainant is not satisfied and wants to escalate (make provision for adjudication)

■ 5: Proposal on Institute Students Grievance Redressal Cell

Reference:

- <https://www.ugc.ac.in/grievance/>
- https://www.ugc.ac.in/pdfnews/2813028_SG-Regulations-2019.pdf/

■ 6: Discussion on Internal Quality Assurance System

Section 7 of NAAC IQAR: “Internal Quality Assurance System” requires

- **# 7.1** Quality initiatives by IQAC during the year for promoting quality culture
- It asks for Quality Assurance initiatives of the institution
- Quality Enhancement steps taken during the Academic year to be reported

We need to show continuous improvements in our operational processes. These are interrelated with the NIRF’s parameters, viz.,

- Teaching, Learning and Resources
- Research, Professional Practice & Collaborative Performance
- Graduation Outcome (placement, higher studies, entrepreneurship, etc.)
- Outreach, Diversity and Inclusivity in terms of gender; Economically and Socially Challenged Students (ESCS)

■ 6: Discussion on Internal Quality Assurance System

Proposal

To achieve this work culture of continuous improvements in our processes, it is proposed that all internal committees

- submit their quarterly executive report to the IQAC Chairperson (Director, DA-IICT),
- highlighting their challenges,
- action plan to address those and
- what support they require in terms of empowerment to implement those action plans

Discussion

■ 6: Discussion on Internal Quality Assurance System

These committees are:

- Undergraduate (UG) Committee
- Postgraduate (PG) Committee
- ICT Committee
- Campus Learning Management System (CLMS)
- Resource Center Committee
- Placement and Internship Committee
- CEP Committee
- Disciplinary Action Committee
- International Students Office
- Web Committee
- Social Media Committee
- Sports, Cultural Activities & Synapse Committees

■ 7: Status of AQAR

- AQAR 2018-19 (period 1 July 2018 – 31 July 2019)
 - AQAR 2018-19 (period 1 Aug 2019 – 31 July 2020)
- No data.
- Data owners, i.e., Dean (AP), Dean (R&D), Dean (Students) and Registrar are approached, but response is quite low.

■ 8: New IQAC Formation

Chairperson: Head of the Institution

1) Dr. K.S. Dasgupta Director, DA-IICT – Chairman IQAC

A few senior administrative officers

2) Soman Nair Executive Registrar

3) Binita Desai Chairperson, Gender Cell

4) Manik Lal Das Dean (AP)

5) Manjunath V Joshi Dean (R&D)

6) Ranendu Ghosh Dean (Students)

Three to eight teachers

7) Aditya Tatu Associate Professor

8) Ahlad Kumar Assistant Professor

9) Sanjay Srivastava Professor

10) V Sunitha Professor

One of the senior teachers as the coordinator/Director of the IQAC

11) Anil Roy Associate Professor – Director, IQAC

■ 8: New IQAC Formation

One member from the Management

12) Mr. Suresh Rangachar Reliance ADA, Member

One/two nominees from local society, Students and Alumni

- 13) Anmol Dixit (201701038) SBG Convenor
14) Parita Patel (201801193) UG
15) Riddhi Tanna (201801427) UG
16) Pararth Dave (202018016) MSc (Data Science)
17) Amit Shah (200101049) Alumni Rep
18) Hima Patel (200411001) Alumni Rep
19) Dr. Jayanthi Ravi Board Member of an NGO “Sarjan Foundation”

One/two nominees from Employers /Industrialists/stakeholders

- 20) Mr. Paul Cherian Managing Director, Morgan Stanley, Bengaluru
21) Mr. Nilesh Ranpura eINFOCHIPS-Arrow company
22) Mr. Giridharan Surendran Sr. Director (Engineering), FactSet Systems, Hyderabad
23) Ms. Namrata Somani Centre Head, TCS Gandhinagar (**consent awaited**)

■ 9: Any Other (with Chair's permission)

■ THANKS