

Minutes of IQAC Meeting

Thursday, 7 March 2024

Hybrid Meeting (Zoom)

Link: <https://zoom.us/j/91776167936?pwd=RnhxVmFVamhwbVpQNVE3QnBMSWE2Zz09>

Venue: Board Room, First floor, Administrative Block

AGENDA ITEMS:

The following were the agenda items:

1. Roll Call and Welcome [Procedural]
2. Welcome of the Chairman, IQAC
3. Approval of the agenda items of today's meeting
4. Approval of the last meeting's minutes
5. Action Taken Report of the last meeting
6. Report of NAAC Peer Review Team's last visit
7. Welcome of the new Director, IQAC
8. Any other point with Chair's permission

1. Roll Call & Welcome

The meeting commenced at 4:00 PM.

Committee Members (in attendance)

1. Tathagata Bandyopadhyay (Director, DA-IICT – Chairperson IQAC)
2. Siddharth Swaminarayan (Executive Registrar)
3. Minal Bhise (Chairperson, Gender Cell)
4. Bhaskar Chaudhury (Dean (AP))
5. Yash Vasavada (Dean (R&D))
6. Kalyan Sasidhar (Dean (Students))
7. P M Jat (UGC Convenor)
8. Saurabh Tiwari (PGC Convenor)
9. Sanjay Srivastava (Alumni ExCom Faculty Rep)
10. Suyash Bhagat (SBG Convenor)
11. Prarthee Desai (UG Student)
12. Mukesh Tiwari (Director, IQAC (incoming))
13. Anil Roy

Committee Members (present online)

14. Hemant Patil (Placement Committee Convenor)
15. Shrikant Kulkarni (Reliance ADA, Member)
16. Vinit Kumar (NGO, Maun Dhvani Foundation)

Committee Members (absent)

1. Sumeet Singh (Quinbay Technologies, Bengaluru)
2. Nilesh Ranpura (eINFOCHIPS-Arrow company, Ahmedabad)
3. Manmeet Purbey (Google India, Hyderabad)
4. Dhrupal Kukadia (UG Student)
5. Chetanshi Mehta (PG Student)
6. Shreya Arora (PG Student)
7. Anand Jain (Alumni Rep)
8. Shradha Makhija (Alumni Rep)
9. Gunjan Arya (Alumni Rep)

2. Welcome of the Chairman, IQAC (Agenda Item #2)

Anil Roy welcomed Prof. Tathagata Bandyopadhyay who took over as the new Director of DA-IICT in Dec 2023 as the Chairperson of IQAC.

Anil Roy also informed that many of the persons present were attending the meeting for the first time and hence he introduced all of them one-by-one.

All welcomed Mr. Kulkarni, the Management Representative, who joined the meeting online from his Mumbai office. His presence during the recent NAAC visit (August 2023) was appreciated by all. Mr. Kulkarni assured of his more close interaction with DA-IICT family in future.

After this the Director asked to start the usual proceedings of the meeting.

3. Approval of today's meeting's agenda items [Procedural] (Agenda Item #3)

Approved.

4. Approval of 20 Oct 2022 minutes of meeting [Procedural] (Agenda Item #4)

- Date of Meeting: 20 Oct 2022
- Minutes of Meeting sent to all: 8 Nov 2022

Approved.

5. Action Taken Report of 20 Oct 2022 meeting (Agenda Item #5)

- **Action to be taken:** Launch of Grievance Redressal Portal
Responsibility: Dean (AP)

This matter was first taken up in the 29 Dec 2020 IQAC meeting. It remained 'partial' open in the last meeting also, i.e., from the Action Taken Report of 14 April 2022 meeting

Action Status:

- i. Grievance Redressal Policy was constituted, a Grievance Redressal Handling System was approved and it is published on our website (<https://daiict.ac.in/grievance-redressal-cell>).
- ii. One (students, staff or faculty) can lodge a grievance through an in-house developed portal (Grievance Redressal Portal, <https://grc.daiict.ac.in:8443/>).
- iii. A Grievance Redressal Handling Committee (GRHC) was constituted with Prof. Madhumita Mazumdar as its first Convenor.
- iv. It has following Terms of Reference:
 - a. To provide proper opportunity to the complainant to formally present his/her case along with the relevant documents in support.
 - b. To ensure timely disposal of the matter within the stipulated period.
 - c. To ensure the privacy of all parties during the redressal process.
 - d. The quorum of the meeting will be one half of the total members.
- v. It is reported to NAAC Team also in Aug 2023.

Discussion:

Students informed that it was not announced formally to all and hence they were unaware of any such facility available.

The Director suggested the following

- A mail from the IQAC Director should go to all users with this information.
- SBG to communicate with the students community, make them aware of this facility, at the same time educate them on “what is a grievance, what to report as grievance and how to bring it to a meaningful closure” so that ultimately it would point towards the improvement of our processes.
- The Director also suggested to think of using QR codes in the common areas, such as cafeteria, for easy access to the portal.

Anil suggested all to consider this point “closed” at this stage and the IQAC Director and the SBG respectively be given the responsibility to take care of the above actionable items in a planned manner and report to the IQAC Director as and when some action is taken.

CLOSED

- Agenda items 8-14 were for the information purpose except item #12, which was “Academic Audit 2022 (conducted on 18 July 2022)”. Some of the points recommended by the experts that demanded actions were:
 1. Analysis of course feedback collected at the end of each semester to use them constructively
 2. a systematic procedure to update the course contents regularly
 3. Add tutorial components in as many courses as possible
 4. Recruitment of HASS faculty

Action Status:

- While the first 3 points are work-in-progress, we have recruited Jenson Joseph (2022), Ratna Bharati (2023) & Purbasha Das (2023) during last 18 months.

Discussion:

Students informed that though there was a policy for the instructors of providing with the Course Files by the time registration opened, some of the course files were not made available to the students. This created problem and confusion among the students which resulted into registration in the undesired courses.

Dean (AP) informed that the action on item #3 may be taken up only in the next curriculum review.

Action to be taken: How many courses’ (in number and in %) Course Files were not available on time in the last academic year cycle, UG & PG both

Responsibilities:

- #1: SBG Convenor (by 7 April 2024 to UGC & PGC Convenors)
- #2: Dean (AP) (by 31 May 2024 to IQAC Director and Chairperson)

Action to be taken: Appropriate actions on points 1-2

Responsibility: Dean (AP)

Target Date: In the next IQAC meeting or earlier

OPEN

6. Appointment of Ombudsperson

The Director noticed that we did not appoint, so far, an Ombudsperson, which is a mandatory requirement as per the UGC guidelines. He advised the Executive Registrar to look for some competent persons and recommend their names to him. The Director would appoint an Ombudsperson in consultation with the IQAC Director soon after.

Responsibility: Executive Registrar

Target Date: By commencement of next Academic Year (1 Aug 2024)

OPEN

7. Report of NAAC Peer Review Team's last visit

Visit Dates: 21-23 August, 2023

Grade Awarded: A+ (3.32 on a scale of 4)

Some of the observations:

1. Student-Teacher ratio is poor.
2. Interdisciplinary research in cutting-edge areas is limited.
3. Projects per faculty are less than that of comparable NITs.
4. Enrolment in PhD is reducing.
5. Institute has no research funding from industries, however it itself has been started as a CSR initiative of an industry group
6. Number of IPRs such as patents & copyrights needs to be increased.
7. The library resources need to be increased including reading space.
8. Maintenance in buildings, lifts in academic premises, water harvesting strengthening, some teaching laboratories need more facilities.
9. Institute's health facility needs to be strengthened.
10. Decentralization of power is not taken to the desired levels. Even though there are number of committees with faculty participation, delegation of power to the committees is not clear.
11. The Board needs to be more active in the Institute's affairs.
12. The IQAC needs to be strengthened and be made more effective.
13. Percentage of girl students enrolled in UG needs to be improved.
14. Facilities for differently abled persons is not adequate in compliance with the Disability Act.
15. Small number of incubation from students and faculty.

Discussion

The Director and Mr. Kulkarni congratulated the whole team who worked tirelessly last year to prepare and present ourselves for the NAAC Peer Review Team and to achieve this grade.

Mr. Kulkarni assured that the Board and the President's Office are committed to the growth of the institute.

Of the above observations made by NAAC team, the students requested to look into the on-campus healthcare facility.

Recommendation:

- The IQAC under the new Director & Chairperson should study these observations carefully and then prepare a road map of plan of actions. These could be short-term and long-term based on prioritization.
- The Report also has a section of Strengths, Weaknesses, Opportunities and Challenges where they have summarized their suggestions and findings.
- Based on the analysis of this Report planning of actions and executions may be decided.

For doing all this the first observation that needs immediate attention is:

“The IQAC needs to be strengthened and be made more effective.”

8. Welcome of the new Director, IQAC

Anil Roy informed that Prof. Mukesh Tiwari is taking over as the new IQAC Director. The same has already been announced by the Director on 29 Dec 2023 as under:

Subject: Announcement of IQAC director

Director Daiict <director@daiict.ac.in>

Fri, Dec 29, 2023, 12:05 PM

to faculty, visiting, adjunct, staff

Dear All,

I am happy to announce that Prof. Mukesh Tiwari has kindly agreed to accept the position of the Director, IQAC. The appointment is effective January 1, 2024 for three years. The IQAC Director will reconstitute the internal committee of DA-IICT in consultation with the Director.

Given his dedication and sincerity as a faculty member, I am sure Mukesh will do an excellent job. Let us also thank Prof. Anil Roy for giving outstanding service to the institute as the outgoing Director, IQAC.

Tathagata Bandyopadhyay

Director, DA-IICT

Discussion:

All present welcomed Prof. Mukesh Tiwari and an incumbent IQAC Director and assured him of their continued support.

The Director suggested Anil Roy to send an announcement to all students of this effect.

Anil Roy informed that the proper handing-over/taking-over has been happening for last 10 weeks and it is now completed. Prof. Tiwari will function formally as the IQAC Director from 15 March 2024.

Prof. Sanjay Srivastava thanked Anil on behalf of all the attendees of the meeting for his service and for the completion of his term as IQAC Director.

Action to be taken: Announcement of the new IQAC Director

Responsibility: Anil Roy

Target Date: by 15 March 2024

9. Any other point with Chair's permission

Anil Roy informed that Vinit Kumar, one of the members of IQAC representing an NGO, Maun Dhvani Foundation, was our alumnus of BTech (ICT) 2003-07 batch. Mr. Kulkarni asked him to briefly tell what his NGO was involved in. Vinit described it which was commended by all.

Adjournment

Meeting concluded at 5:00 PM.

MoM Prepared by – Anil K. Roy, Director-IQAC (outgoing) and Approved by the Director

Circulated on – 15 March 2024