

**Minutes of the meeting of the working group
for IGNOU application for NAAC accreditation held on 3rd June 2019 at 2.00 PM
in the office of Director, P&DD, IGNOU, New Delhi.**

The first meeting of the working group for IGNOU application for NAAC accreditation was held at the office of Director, P&DD on 3rd June 2019 at 02:00 pm. The following working group members attended the meeting:

1. Prof. Manjulika Srivastava, Director CIQA	Chairperson
2. Prof PVK Sasidhar, Director SOEDS	Member
3. Dr Pankaj Khare, Director P&DD	Member
4. Prof Sanjiv Kumar, Prof.SOS	Member
5. Ms Poonam Bhushan, Assco Prof. SOE	Member
6. Dr Shubhangi Vaidya, Assco Prof. SOITS	Member
7. Dr V P Rupam, Deputy Director SRD	Member
8. Dr Hema Pant, Deputy Director RSD	Member
9. Dr. Bijayalaxmi Mishra, Deputy Director RU	Member
10. Dr. Navita Abrol, Asstt Director, DU	Member
11. Dr Shekhar Suman, Asstt Director, CIQA	Convener

Prof Nilima Srivastava, (Director, SOGDS), Dr Devkant Rao (Director, ACD) and Dr Rose Nembakkim, (SOSW) could not attend the meeting.

At the outset, Prof Manjulika Srivastava gave an overview of the process of the accreditation to be followed by NAAC. She informed that the group is required to prepare IIQA which includes executive summary, profile of institution and extended profile of institution, and SSR which includes 40 Q_iMs and 90 Q_nMs. She also highlighted the important points to be kept in mind while filling IIQA & SSR. After discussion and deliberation by the members the following initial action plan was drawn up:

1. Documentation

It was decided that every School /Division / Centre / Unit of the University will be directed to maintain their records in a specific designated space. The copy of same will also be provided to CIQA to showcase the documentation and records of University.

2. Preparation of responses for Q_iM metrics

The committee members will select four-five Q_iMs each as per their expertise and prepare an appropriate response in accordance with the guidelines given in the manual.

3. Meeting with Nodal Officers

The working group will conduct a meeting with the nodal officers nominated by the Schools, Divisions, Centers and Units from where the information is to be sought for SSR and guide them in providing the data and relevant documents for filling up of the SSR.

4. Updating IGNOU website

The group was of the opinion that IGNOU website is the first source of information for NAAC and everyone; hence the information available on the website should be correct and up to date. It is suggested the nodal officers appointed by the Schools, Divisions, Centres and Units will be given the responsibility to update the information of their concerned department and remove the outdated information in coordination with Computer Division.

5. Cleaning up and maintenance of IGNOU campus

It is also deliberated by the group members that IGNOU campus is lacking basic facilities like availability of drinking water, clean washrooms etc. Even lot of materials are lying in the corridors, like furniture, scrap material etc. It should be brought to the notice of department(s) concerned to keep their designated space clean and presentable.

6. Preparation of a detailed action plan and budgetary requirement

The members were requested to prepare a detailed action plan (to-do list) which the University needs to take up on priority before the NAAC team visits the University. The same will be compiled and put up to the competent authority for taking necessary action.

The meeting ended with a vote of thanks to the members of the Working Group.

Prof Manjulika Srivastava
Director
CIQA