

Minutes of the Meeting with Working Group held on 25 & 26th November, 2019

The Working Group members met at CIQA at 11 AM on 26th & 27th November 2019 to discuss and deliberate on the preparation of IGNOU for NAAC accreditation. The following deliberations were made:

1. Completion of SSR:

Out of the 39 incomplete metric data has been received for only 6 metrics. Reminders have been sent to concerned departments requesting them to submitting the data latest by 22nd November, 2019.

- Only a few Schools have responded but majority have not sent the data.
- COE, SED, F&A, ACD, Admin and P&DD have yet to provide the data/ uploads.
- The desired data is not readily available at SRD, which they are collecting from the Schools.

2. Preparations of a Coffee table book depicting the chronology of events in the making of IGNOU:

CIQA is preparing a Coffee table book depicting the chronology of events in the making of IGNOU, which will be a combination of text (compilation of all major events culled out from IGNOU annual reports and IGNOU VC reports) and photographs (to be culled out from IGNOU archived from library, EMPC and other division and individuals). The draft will be submitted to the CA for approval for publication.

3. Preparation of posters:

Posters need to be prepared on vision and mission of IGNOU, Schools, Centers and Institutes. The agency involved in preparing the banners for various programmes of IGNOU may be requested to prepare the same- Two sets of Posters, one for CIQA and another for the concerned Schools, Centers and Institutes. Posters on anti-raging and against sexual harassment at work place have to be prepared and placed at specific locations of the universities i.e. academic and administrative blocks. A poster on national and international award received by IGNOU to be placed at CIQA.

4. Preparation of sign boards:

New sign boards have to be prepared for many departments where they are dull and not visible. Old sign boards have to be replaced where the offices have been relocated or shutdown. New Sign boards have to be prepared for: non-smoking campus, plastic free Campus, Wi-Fi Campus, Display of Help lines No and others. Admin division may be requested to take necessary action.

5. Recording of Minutes of Statutory bodies in CDs:

CDs are being obtained from Computer Division which will be sent to all the Schools and concerned Divisions coordinating the activities of the statutory bodies of the University to record the Minutes of the statutory bodies conducted from 2014-2019.

6. Display racks for CIQA:

Admin will be requested to provide two types of display racks: i) Rack for the display of CDs and ii) Book rack for the display of copies of the annual reports, VC reports, Manuals, Hand books, Profiles of the last five years. The CIQA has already requested: P&DD and MPDD for the same.

7. Preparation of PPT for NAAC peer team :

The NAAC working group members will be preparing the PPT to be presented before the NAAC peer team during their on site visit to IGNOU. A separate PPT will be prepared reflecting the growth of the University to be scrolled on a smart TV at VCO and CIQA. Admin may be directed to procure the smart tv at the earliest.

8. Workshop with Nodal officers on preparation for NAAC Peer team visit to IGNOU:

A half day workshop may be conducted on 2nd December 2019 for orientation of the IGNOU fraternity on NAAC peer team Visit. Since an official from NAAC will be visiting IGNOU on 2nd to meet the chairperson NTF, the above workshop is proposed on 2nd December so that the IGNOU fraternity can

directly interact with the NAAC official. There will be 100 participants in the workshop including the working group members.

9. **Preparation at IGNOU for NAAC peer team visit:**

Permission may be sought by CIQA to prepare detailed instructions on the peer team visit of NAAC based on the information available on NAAC website, which may be circulated to all the Directors / Registrars for necessary action at their end. Permission is also sought for conduct of mock peer team visits by the working group members to all departments of IGNOU to facilitate them in preparation for the actual visit by NAAC. In this regard a direction may be issued to all the Directors and Registrars to cooperate with the mock team members.

Manjulika Srivastava
Director (CIQA)