

Minutes of the meeting with members of Working Group for NAAC Accreditation on 30-10-19 at 1100 hours in the Chamber of Director (CIQA).

The following members were present:

1. **Prof Manjulika Srivastava – Chairperson**
2. **Prof Nilima Srivastava**
3. **Prof Sanjiv Kumar**
4. **Dr Hema Pant**
5. **Dr Bijayalaxmi Mishra**
6. **Dr. S. K Misra**
7. **Dr Navita Abrol**

Dr Rose Nembiakkim and Dr. S. K Pulist could not attend the meeting due to other important commitments. Dr. Shubhangi Vaidya, Ms Poonam Bhushan and Dr Shekhar Suman were on leave .

Prof. Manjulika Srivastava, Chairperson and Director (CIQA) welcomed the all members. She apprised the members about the present status of IGNOU's application (IIQA) submitted to NAAC. She informed that the Executive Summary as well as the Profile of the University were almost final. She briefed the members about the next course of action to be taken up by the Working Group members and enumerated the various tasks on hand that need immediate attention. She also outlined the activities that need to be undertaken before the visit of the NAAC Peer Team to IGNOU.

Thereafter the members discussed the matter at length and the following suggestions were made based on the deliberations:

1. Finalization of SSR

The Working Group members will be divided into three groups and will be handling the following NAAC Criteria :

Group No.	Criteria Number	Name of members
A	1 & 2	Dr Rose Nembiakkim, Dr Hema Pant, Dr S K Mishra and Dr Navita Abrol
B	3 & 4	Prof Nilima, Dr Bijayalaxmi Mishra, Dr S K Pulist and Dr Shekha Suman
C	5, 6 & 7	Prof Sanjiv Kumar, Dr Shubhangi Vaidya and Dr Poonam Bhushan

The group members will finalize each and every metric in following terms:

- i. Cleaning up the metric, i.e. removing the data which is not required and which is beyond the desired time period.
- ii. Finalizing the upload of every metric
- iii. Identifying the gaps / incomplete information.

2. **Scoring of Metrics:** The scoring of finalized metrics will be done to calculate the final standing of IGNOU.
3. **Projection of CIQA for NAAC Visit:** Following activities may be undertaken in preparation of the NAAC Peer Team visit:
 - i. Vision and Mission of the University as well as Vision and Mission of all Schools of Studies, Institute, Centres, etc to be prepared and made into posters to be placed at CIQA.
 - ii. Minutes of all the statutory bodies of last 5 years to be stored in CDs and displayed on CD racks at CIQA.
 - iii. Preparation of presentation on the growth and development of the University with a focus on the QIMs for the Peer Team visit by NAAC by the members of the Working Group.
 - iv. Preparation of a detailed presentation on IGNOU and its growth which could be displayed at CIQA on a digital screen (LED Screen) instead of making charts and posters. For this purpose the LED lying with the erstwhile DEC material in Abdul Kalam Bhavan could be procured and fitted at CIQA at a suitable location to project IGNOU's growth for the Peer Team during their visit to CIQA.
 - v. Preparation of a Virtual Tour of the University with the support of EMPC and COE, which could be placed on the IGNOU website as well used by CIQA in its presentation before the NAAC Peer Team.
4. **Preparation of IGNOU for NAAC Peer Team Visit :**
 - I. Preparation of a *KulGeet* of IGNOU with the help of SOPVA and EMPC.
 - II. Constitution of a NAAC Mock team drawn from internal faculty who have been a part of NAAC Peer Team visits to other HEIs, so as to visit each department of IGNOU and identify the gaps.
 - III. Training to be provided to all the Nodal Officers on 40 Qlms, so they can make their department ready for NAAC Peer Team visit.
 - IV. A meeting should be held with the Directors/ Registrars of Schools, Divisions, Centres, Institute, Units and Cells to apprise them of the QIMs and modalities pertaining to NAAC Peer Team visit to IGNOU.

The meeting ended on a positive note with thanks to all the members present.

Manjulika Srivastava
Chairperson &
Director (CIQA)