



Dr. Babasaheb Ambedkar Open University

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4th Meeting of Centre for Internal Quality Assurance (CIQA) Committee

Date: 09/02/2021 Tuesday Time: 04:00 pm

The 4th meeting of the Centre for Internal Quality Assurance (CIQA) Committee of the University was held on 09/02/2021, Tuesday at 04.00 pm at Boardroom, University Campus under the Chairmanship of the Hon'ble Vice Chancellor. The following members were present.

- 1 Professor (Dr.) Ami Upadhyay, *Hon'ble Vice Chancellor,*
- 2 Dr. Bhavin Trivedi, *Registrar I/c.,*
- 3 Professor (Dr.) P N Gajjar, *Head, Department of Physics, Gujarat University, Ahmedabad*
- 4 Professor (Dr.) Jagdish Joshi, *Member, Board of Management*
- 5 Dr. Pankaj Shukla, *Chairman, Alumni Association*
- 6 Dr. Avani Trivedi, *Expert, ODL/OL Education, IGNOU*
- 7 Dr. Maheshprasad Trivedi, *Director – Academic*
- 8 Mr. Ramanji Vaghela, *Finance Officer*
- 9 Dr. Awa Shukla, *Director – I/c. Student Support Services*
- 10 Dr. Himanshu Patel, *Controller of Examination – I/c.*
- 11 Dr. Kruti Chhaya, *Coordinator, School of Humanities and Social Sciences*
- 12 Professor (Dr.) Nilesh K Modi, *Director & Coordinator, Centre for Internal Quality Assurance*

Prof. Hitesh Raviya, Shri Sunil Shah, and Prof. Manoj Shah could not attend the meeting due to unavoidable reasons.

At the beginning of the meeting all the members were welcomed by the Director, Centre for Internal Quality Assurance, and then the following matters were discussed.

Sr. No.	Agenda and Resolution
Agenda – 01	To approve the minutes of meeting of CIQA Committee meeting held on 11 th November, 2020
Resolution	The minutes of meeting of CIQA Committee held on 11 th November, 2020 was approved.
Agenda – 02	Updating the committee about separate section for CIQA on website.
Resolution	The committee has been informed that separate section under the main domain “baou.edu.in” of the university has been developed and following information have been uploaded under it. <ul style="list-style-type: none">▪ About - Centre for Internal Quality Assurance▪ Objectives of Centre for Internal Quality Assurance▪ Activities and Functions▪ Minutes of Meetings

	<ul style="list-style-type: none"> ▪ Workshops / Seminars / Events ▪ Annual Reports ▪ Ascent ▪ Feedback Analysis ▪ BAOU: Quality Assurance System ▪ Publications ▪ Mandatory Disclosure <p>The committee appreciated the initiative for the same.</p>
Agenda – 03	Regarding commencing a weekly Webinar Series on Quality of Education in Open and Distance Learning and Online Learning by Centre for Internal Quality Assurance (CIQA)
Resolution	<p>The committee has been informed that the Centre for Internal Quality Assurance (CIQA) under the leadership of Hon’ble Vice Chancellor planned to organize a weekly Webinar Series on Quality of Education in Open and Distance Learning and Online Learning on following key areas</p> <ol style="list-style-type: none"> 1. Roles and responsibilities of Centre for Internal Quality Assurance (CIQA): a nodal coordinating unit for seeking assessment and accreditation from NAAC 2. Quality aspects in Open and Distance Learning and Online Learning 3. Student Satisfaction Survey a way forward for involving students for inclusive governance of the university 4. Effective Feedback Mechanism: involving various stakeholders for quality improvement 5. Develop and Collate best practices for quality enhancement in services to the learners 6. Learning Skills and Role of Self-Learning Material in Open and Distance Learning 7. Content delivery mechanism to the learners in qualitative manner. 8. Technology Enabled Learning (TEL) a way forward for the Open and Distance Learning and Online Learning 9. Developing qualitative video lectures for MOOCs 10. Formative and Summative evaluation an effective way to monitor progress of the learners towards achieving learning objectives. <p>Committee welcomed the proposal and congratulated the department for the initiative.</p>
Agenda – 04	Regarding application to UGC-DEB for recognition of various ODL and Online Programmes for 2020-21
Resolution	<p>The committee has been informed that application for recognition of following programmes under ODL and Online has been made for 2020-21</p> <p>Programmes to be offered under ODL Mode:</p> <p>Master of Science-Information Technology (M.Sc. – IT)</p> <p>Master of Arts (Journalism & Mass Communication) (MA-JMC)</p> <p>Bachelor of Social Work (BSW)</p> <p>Master of Science- Cyber Security (M.Sc. – CS)</p> <p>Bachelor of Science – Information Technology (B.Sc. – IT)</p> <p>Master of Commerce (M.Com.)</p> <p>Programmes to be offered under Online Mode as well as ODL:</p> <p>Bachelor of Computer Application (BCA)</p> <p>Post Graduate Diploma In Mobile Application Development (PGDMAD)</p>

	Post Graduate Diploma in Cyber Security (PGDCS) Post Graduate Diploma in Computer Application (PGDCA)
Agenda – 05	Regarding compliance submitted and presentation made to UGC-DEB for application for recognition of various ODL for 2020-21
Resolution	The committee has been informed that the compliance has been submitted and presentation has been made before committee on virtual platform for the application for recognition of following programmes under ODL from 2020-21 Programmes to be offered under ODL Mode: Master of Science – Information Technology (M.Sc. – IT) Master of Arts – Journalism & Mass Communication (MA – JMC) Bachelor of Social Work (BSW) Master of Science – Cyber Security (M.Sc. – CS) Bachelor of Science – Information Technology (B.Sc. – IT) Master of Commerce (M.Com.)
Agenda – 06	Regarding information related to the Four days hands-on-workshop and discussion-session on Understanding of Assessment and Accreditation Process from NAAC for NAAC Core Team, Members of CIQA and Teaching – Non Teaching Staff of the University during 19, 20, 22 October, 2020 and 2 November, 2020 on Virtual Platform.
Resolution	The committee has been informed that Four days hands-on-workshop and discussion-session on Understanding of Assessment and Accreditation Process with the NAAC Core Team, Members of CIQA and Teaching – Non Teaching Staff of the University was organized during 19, 20, 22 October, 2020 and 2 November, 2020 on Virtual Platform under the mentorship of Prof. (Dr.) V. Venkaiah, Senior Consultant for Quality Assurance, CEMCA, New Delhi at University premises. During these four days following points were discussed: <ul style="list-style-type: none"> ▪ Presentation/Discussion on Qualitative Metrics of Criteria-6: Governance, Leadership and Management and CIQA related documents ▪ Review of Policy Documents ▪ Presentation/Discussion on Policy Documents ▪ Presentation/Discussion on Qualitative Metrics of Criteria-3 Research, Innovations and Extension ▪ Presentation/Discussion on Qualitative Metrics of Criteria-4 Infrastructure and Learning Resources Discussion on Institutional Perspective Plan of the University
Agenda – 07	Regarding information related to the Four days hands-on-workshop and discussion-session on Understanding of Assessment and Accreditation Process from NAAC for NAAC Core Team, Members of CIQA and Teaching – Non Teaching Staff of the University during 10 December, 2020 and 14,15,16 December, 2020 on Virtual Platform.
Resolution	The committee has been informed that Four days hands-on-workshop and discussion-session on Understanding of Assessment and Accreditation Process with the NAAC Core Team, Members of CIQA and Teaching – Non Teaching Staff of the University was organized during 10 December, 2020 and 14,15,16 December, 2020 on Virtual Platform under the mentorship of Prof. (Dr.) V. Venkaiah, Senior Consultant for Quality Assurance, CEMCA, New Delhi at University premises. During these four days following

	<p>points were discussed:</p> <ul style="list-style-type: none"> ▪ Presentation on Learner Support Services ▪ Presentation/Discussion on Qualitative Metrics of Criterion-5: Learner Support and Progression ▪ Presentation/Discussion on Quantitative Metrics of Criterion-5: Learner Support and Progression ▪ Presentation on Best practices in ODL ▪ Presentation/Discussion on Quantitative and Qualitative Metrics of Criterion-7: Institutional Values and Best Practices ▪ Presentation/Discussion on Quantitative Metrics of Criteria-3 Research, Innovations and Extension and Criteria-4 Infrastructure and Learning Resources ▪ Presentation and Discussion on preparation of documents at the time of Peer team visit ▪ Open Forum Discussion and Wrap-up
Agenda – 08	Updating the committee about Assessment and Accreditation process of the University
Resolution	<p>The committee has been informed that following process has been initiated and documents Information related to Assessment and Accreditation process of the University through NAAC</p> <ul style="list-style-type: none"> ▪ Following Policies have been drafted and ready for the implementation <ol style="list-style-type: none"> 1. TEL Policy 2. IT Policy 3. Welfare Policy 4. SLM Policy 5. Consultancy Policy 6. Institute Perspective Plan 7. Consultancy Policy 8. Grievance Redressal Mechanism Policy 9. Core values, Ethics and Code of Conduct Policy 10. Research Promotion Policy 11. Credit Transfer Policy 12. Policy on Evaluation Methodology 13. Maintenance Policy 14. Resource Mobilization Policy ▪ The team is working on following policies which will be finalized soon. <ol style="list-style-type: none"> 15. Green Audit Policy 16. Quality Policy 17. Collaboration Policy 18. Gender Equality Policy 19. Academic and Administrative Audit Policy 20. Inclusive Education Policy ▪ NAAC Core team has completed the Qualitative Document for SSR of following four Criteria. <p>Criterion I – Curricular Aspects</p> <p>Criterion II – Teaching - Learning and Evaluation</p> <p>Criterion III – Research, Innovations and Extension</p> <p>Criterion IV – Infrastructure and Learning Resources</p>

	<ul style="list-style-type: none"> ▪ Computer Department under NAAC core team is also working on preparing criteria wise Quantitative metrics. <p>Department wise meetings are being conducted and various relevant points are being discussed.</p> <p>Committee congratulate the team for the efforts put on for the above mentioned work further it has been suggested to carry out internal and external inspection on a regular basis.</p>
Agenda – 09	Regarding organizing Sixth Convocation – 2021
Resolution	The committee has been informed that the Sixth Convocation – 2021 has been scheduled to be held on 6 th March, 2021. The proceedings for the same have been initiated as per the preceding years.
Agenda – 10	Regarding awarding Honorary Doctorate Degree on a selective basis to distinguished individuals who merit exceptional recognition for their profound and enduring contributions in a field or activity, in accordance with the values of the University.
Resolution	It was informed to the committee that as per act and statute of the university, it has been decided to award Honorary Doctorate Degree on a selective basis to distinguished individuals who merit exceptional recognition for their profound and enduring contributions in a field or activity, in accordance with the values of the University. The committee will be formed for the same to fix-up the rules of selection and carry out the process for the same before Sixth Convocation - 2021.
Agenda – 11	Regarding awarding Best Learner Support Centre Award regarding their excellence in services to the students and other stake holders.
Resolution	<p>The committee was informed that there was a proposal to honour the learner support centre for their excellence in services to the students and other stake holders by awarding Best Learner Support Centre Award during Sixth Convocation - 2021.</p> <p>There was a suggestion to give an award for the research, further it was suggested to give these awards for last three years on a post-facto effect.</p> <p>Committee welcomed to offer above mentioned awards and the suggestion to give these awards with a post-facto effect of last three years.</p>
Agenda – 12	Regarding rules for appointment of Adjunct Professor, Emeritus Professor in different schools
Resolution	It was informed to the committee that as per act and statute of the university, it has been decided to appoint Adjunct Professor, Emeritus Professor in different schools. It was further decided to form a committee to formalize procedure and guideline in accordance with the UGC guideline for the same and carry out further procedure.
Agenda – 13	Regarding admission to foreign scholars in Ph.D. Programme under different schools.
Resolution	The committee was informed that university is planning to offer admission to foreign scholars in Ph.D. Programme under different schools under Study in Gujarat scheme. The committee welcomed the initiative and congratulated Hon'ble Vice Chancellor for the same.
Agenda – 14	Regarding implementation of Open Educational Resources (OER) Policy for 14 Programmes and 103 courses of various schools of the university.

Resolution	<p>The committee has been informed that the university has implemented an Open Educational Resources (OER) Policy for 14 Programmes and 103 courses of various schools of the university.</p> <p>School of Computer Science</p> <ol style="list-style-type: none"> 1. Post Graduate Diploma in Mobile Application Development (PGDMAD) 2. Post Graduate Diploma in Cyber Security (PGDCS) 3. Post Graduate Diploma in Cyber Laws (PGDCL) 4. Diploma in Multimedia and Animation (DMA) 5. Certificate in Sound, Audio and Video Technology (CSAVT) 6. Master of Science – Information Technology (MSc - IT) 7. Master of Science – Cyber Security (MSc - CS) 8. Bachelor of Science – Information Technology (BSc - IT) <p>School of Humanities and Social Sciences</p> <ol style="list-style-type: none"> 1. Bachelor of Arts (B.A.) 2. Diploma in Journalism and Mass Communication (DJMC) 3. Diploma in Fashion Designing (DFD) 4. Certificate in Journalism and Mass Communication (CJMC) 5. Certificate in Fashion Designing (CFD) <p>School of Commerce and Management</p> <ol style="list-style-type: none"> 1. Bachelor of Commerce (B.Com.)
Agenda – 15	MOU with Cyber peace foundation to set up Cyber Peace Research Centre and Center of Excellence in the university
Resolution	<p>It was informed that the university has signed an MOU with Cyber peace foundation to set up Cyber Peace Research Centre and Center of Excellence in the university</p> <ul style="list-style-type: none"> ▪ To introduce new courses on cyber security, cyber-crime investigations, internet engineering and governance. ▪ To promote entrepreneurship in cyber security to support the Start-up India and Stand-up India initiatives of the Government of India. ▪ To promote innovation, design facilitate and development of algorithms and develop the indigenous software tools for cyber security and internet standards under the ‘Make in India’ initiative of Government of India. ▪ To setup Research Labs for the various purposes like Research and Innovation in Cyber Security ▪ To context capacitive building activities under Skill India initiative of the Government of India. ▪ To constitute a cyber - security think tank and functioning through various expert committees to learn, understand analyse, resolve and manage multiple cyber security issues. <p>Committee welcomed the initiate and congratulated the team.</p>
Agenda – 16	Regarding the sanction of grant from Education Department, Government of Gujarat under Student Startup and Innovation Policy and Information related to inauguration of “Dronacharya” – Centre for Innovation, Start-up and Entrepreneurship
Resolution	It was informed to the committee that Education Department, Government of Gujarat has sanctioned a grant of Rs.1 Cr per year for two years under Student Startup and Innovation Policy and the inauguration of “Dronacharya” – Centre for Innovation,

	<p>Start-up and Entrepreneurship was done on 4th January 2021, 11:00 AM at the University headquarter;</p> <p>Shri Bhupendrasinh Chudasamaji, Hon'ble Minister for Education (Primary, Secondary), Higher and Technical Education, Law and Justice, Legal and Parliamentary Affairs; presided over the inaugural ceremony. The event was graced by eminent presence of Smt. Vibhavariben Dave, Hon'ble Minister of State, Women and Child Welfare, Education (Primary and Higher Education); Smt. Anju Sharma (IAS), Principal Secretary, Higher and Technical Education and SSIP - Implementation Committee, Government of Gujarat and Shri M. Nagarajan (IAS), Director, Commissionerate of Higher Education, Government of Gujarat. Committee welcomed the initiative and congratulated the team.</p>
Agenda – 17	Information related to inauguration of “Gargi” - Centre for Holistic Development of Women, the Programme on “शिक्षण, समाज, सामर्थ्य : समन्वय” and launching of a new Programme “Certificate in Panchayati Raj and Rural Development”
Resolution	The committee was informed that university has inaugurated the “Gargi” - Centre for Holistic Development of Women, and a Programme on “शिक्षण, समाज, सामर्थ्य : समन्वय” for the Sarpanch of Chhotaudepur district was organized on 18/01/2021 under it, furthermore the university has launched a new Programme “Certificate in Panchayati Raj and Rural Development” Committee welcomed the initiative and congratulated the team.
Agenda – 18	Information related to Celebration of 70 th Constitution Day throughout the year and various events organized under it.
Resolution	It was informed to the committee that during last one year university celebrated 70 th Constitution Day throughout the year and various events as per the list were organized under it.
Agenda – 19	Regarding organizing webinars on various topics in the coming months.
Resolution	The committee has been informed that University has organized different webinars during COVID-19 pandemic furthermore CIQA and various other departments have planned to organize more programmes on various subjects.
Agenda – 20	<p>Initiating various Centers and Change of Nomenclature of various departments</p> <ul style="list-style-type: none"> ▪ “Chaitanya” - Centre for Electronic Media Production (CEMP) (Studio) ▪ “Dronacharya” – Centre for Innovation, Start-up and Entrepreneurship ▪ “Gargi” - Centre for Holistic Development of Women ▪ “Atri” - Centre for Equal Opportunities and Inclusive Education ▪ Examination Department - Centre for Examination and Evaluation (CEE) ▪ Computer Department - Centre for Electronic Data Processing (CEDP) ▪ Research Division - Centre for Research and Development (CRD) ▪ Skill Division - Centre for Skill Development and Vocational Training (CSDVT) ▪ Online Education - Centre for Online Education (COE)
Resolution	<p>The committee appreciated the initiatives to standardize the names of different departments of the university by mapping with the nomenclature of the UGC. There were few suggestions from the members accordingly the inputs were incorporated.</p> <ul style="list-style-type: none"> ▪ “Chaitanya” - Centre for Electronic Media Production (CEMP) (Studio)

	<ul style="list-style-type: none"> ▪ “Dronacharya” – Centre for Innovation, Start-up and Entrepreneurship (CISE) ▪ “Gargi” - Centre for Holistic Development of Women (CHDW) ▪ “Atri” - Centre for Equal Opportunities and Inclusive Education (CEOIE) ▪ Examination Department - Centre for Examination and Evaluation (CEE) ▪ Computer Department - Centre for Electronic Data Processing (CEDP) ▪ Research Division - Centre for Research and Development (CRD) ▪ Skill Division - Centre for Skill Development and Vocational Training (CSDVT) ▪ Online Education - Centre for Online Education (COE)
Agenda – 21	Regarding establishment of an Office for International Affairs
Resolution	<p>University received a circular from the UGC dated 13th January, 2021 to establish an office for international affairs for following objectives</p> <ol style="list-style-type: none"> 1. To coordinate all matters related to welcoming and supporting foreign students 2. To disseminate information related to admission process among prospective foreign students 3. To engage in promotional activities and brand building campaign abroad 4. Single point contact for carrying out all collaborative activities with foreign institutions 5. Act as a liaison body between the foreign students and the sponsoring agency 6. To address the grievances of foreign students in all matters 7. Single point contact for registration with FRRO/e-FRRO 8. To facilitate networking with fellow students 9. To extend all possible help to the foreign students to adapt to the new cultural environment and make their stay in India comfortable enriching <p>It was decided that this division would be known as “Centre for International Affairs” and Director – School of Humanities and Social Sciences would lead the Centre as Director, Centre for International Affairs and Ms. Jainee Shah will serve as a coordinator.</p>
Agenda – 22	Regarding offering Post-Doctoral Fellowship Programme and Doctor of Literature [D.Litt.] programme under different schools.
Resolution	The committee was informed that university is planning to start Post-Doctoral Fellowship Programme and Doctor of Literature [D.Litt.] programme under different schools. Committee welcomed the initiative and asked to prepare the rules and regulations by following the UGC guidelines.

At the end, the meeting was concluded by the Hon'ble Vice Chancellor thanking all the members.

Member Secretary