

No. BAOU/CIQA/ 004/2021

Dt. 28 / 06 /2021

**5<sup>th</sup> Meeting of Centre for Internal Quality Assurance (CIQA) Committee**

**Date: 25/06/2021 Friday Time: 04:00 pm**

**Minutes of the Meeting**

The 5th meeting of the Centre for Internal Quality Assurance (CIQA) Committee of the University was held on 25/06/2021, Friday at 04.00 pm through Virtual Mode by Google Meet under the Chairmanship of the Hon'ble Vice Chancellor. The following members were present.

- 1 Professor (Dr.) Ami Upadhyay, *Hon'ble Vice Chancellor and Chairperson,, Centre for Internal Quality Assurance*
- 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 Professor (Dr.) Manoj Shah, *Head, Research Division*
- 6 Dr. Maheshprasad Trivedi, *Director – Academic*
- 7 Mr. Ramanji Vaghela, *Finance Officer*
- 8 Dr. Awa Shukla, *Director – I/c. Student Support Services*
- 9 Dr. Himanshu Patel, *Controller of Examination – I/c.*
- 10 Dr. Kruti Chhaya, *Coordinator, School of Humanities and Social Sciences*
- 11 Professor (Dr.) Nilesh K Modi, *Director & Coordinator, Centre for Internal Quality Assurance*

Prof. Hitesh Raviya, Dr. Pankaj Shukla, and Dr. Avani Trivedi 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 4 <sup>th</sup> meeting of CIQA Committee held on 09/02/2021
Resolution	The minutes of meeting of CIQA Committee held on 09/02/2021 was approved.
Agenda – 02	Regarding acceptance of proposal for the Courses to be offered online through SWAYAM Portal of Ministry of Education, Government of India <ol style="list-style-type: none"> <li>1. Indian Poetics by Prof. (Dr.) Ami Upadhyay</li> <li>2. Cyber Security, Tools, Techniques and Countermeasures by Prof. (Dr.) Nilesh K Modi</li> <li>3. Android Mobile Application Development – by Dr. Himanshu Patel</li> </ol>
Resolution	Committee congratulated all individuals for putting efforts for designing and developing content and for their efforts for getting approval and grant for offering

	the course online through Swayam Portal.
Agenda – 03	Status of implementation of Community Radio.
Resolution	The committee was informed that university is continuously making the efforts and follow-up for getting the approval for setting up community radio at university premises and presently university is in the verge of getting approval for allocation of spectrum.
Agenda – 04	Information related to the Process of AG Audit of the University
Resolution	The committee was informed that university has gone through the process of AG Audit of all the departments of the university and the audit process is in the final stage.
Agenda – 05	Regarding information related to Memorandum of Understanding signed with State Open University and Conventional University <ol style="list-style-type: none"> <li>1. Jagat Guru Nanak Dev Punjab State Open University, Patiala, Punjab</li> <li>2. Institute of Integrated Learning in Management (IILM) University, Gurugram, Haryana</li> </ol> MoU to be signed: <ol style="list-style-type: none"> <li>1. Uttarakhand Open University, Haldwani (Nainital), Uttarakhand</li> <li>2. Janardan Rai Nagar Rajasthan Vidyapeeth (Deemed-to-be University), Udaipur, Rajasthan</li> <li>3. Uttar Pradesh Rajarshi Tandon Open University, Prayagraj, Uttar Pradesh</li> <li>4. Krishna Kanta Handiqui State Open University, Guwahati, Assam</li> </ol>
Resolution	The committee was informed about the major activities of the Memorandum of Understanding, it emphasizes on promoting academic/research collaboration which includes exchange of programmes, faculties, students, organizing seminars/conference jointly etc. Committee congratulated the team for initiating the collaboration and making it realization.
Agenda – 06	Report of Students' Grievance Redressal Mechanism
Resolution	The committee was informed that university is more focused about students' related services; all the departments are addressing various queries through email and responding the same in a stipulated time period. Further, university has developed and implemented the well-defined e-Grievance portal through which all the queries are addressed with in the stipulated time period.
Agenda – 07	Report of Revision/Rewriting of Programmes by different Schools of the University
Resolution	The committee was informed that all schools of the university has revised all the programmes of their concern schools. Committee congratulated all the schools for such an initiative.
Agenda – 08	Report and approval of Design and Development of Audio and Video Content and to be uploaded on various LMS and Social Media Platforms
Resolution	The committee was informed that all the schools have designed and developed Audio and Video Content for different programmes which are to be uploaded on various LMS and Social Media Platforms. Committee approved the same and advised the team that due care should be taken regarding the quality of content, and it is supposed to be reviewed by specific committee on quality.
Agenda – 09	Initiating an interactive series for the stakeholders of the university "Namaste BAOU"

Resolution	The committee was informed that university is going to start a live phone in interactive series for the stakeholders of the university called “Namaste BAOU”. Which will be telecasted live on the official TV channel of the university and Social Media platform like Facebook and YouTube
Agenda – 10	Development of Audio Books for various programmes of different schools and to be uploaded on Google Podcast
Resolution	The committee was informed that university has taken an initiative to prepare audio books of various programmes and in this scenario department of English has taken lead and developed an audio book which is now going to be uploaded on Google Podcast and a separated course will be offered to the learners through google podcast.
Agenda – 11	Report on hosting 6 <sup>th</sup> Annual Convocation through Virtual Mode
Resolution	The committee was informed that the Sixth Convocation – 2021 was held on 6th March, 2021. The proceedings for the same have been initiated as per the preceding years through virtual mode.
Agenda – 12	Declaration of Results of March - 2021 term end examination conducted through both Offline and Online Mode
Resolution	The committee was informed that results of March – 2021 was declared within one month time.
Agenda – 13	Implementation of Re-assessment in Certificate/Diploma Programmes
Resolution	The committee has been made aware that now learners of Certificate/Diploma programmes will be able to apply for the re-assessment facility as per the recommendation of the examination committee.
Agenda – 14	Implementation of Re-assessment for Assignments
Resolution	The committee has been made aware that learners will also get the facility of re-assessment of assignments in any of the programme.
Agenda – 15	Development of Software for issuing Transcript Online
Resolution	The committee was informed that now learners’ will be able to get transcript on a single click, as university has made the facility of transcript online.
Agenda – 16	To report the observation of different important days by the university: International Day of Yoga, World Environment Day, No Tobacco Day, World Book Day, Matru Bhasha Divas, Women’s Day
Resolution	The committee was informed that university observed various days for making the awareness about the social responsibility of an individual towards nation, society, individual’s health and many more.
Agenda – 17	Report on hosting 95th National Vice Chancellors' Meet & National Seminar of Vice Chancellors on Implementing National Education Policy-2020 to Transform Higher Education in India
Resolution	Report on hosting of 95th National Vice Chancellors' Meet & National Seminar of Vice Chancellors on implementing National Education Policy-2020 to Transform Higher Education in India, before the committee. The event was inaugurated by Shri Narendra Modi, Hon’ble Prime Minister of India through virtual mode. The committee congratulated Hon’ble Vice Chancellor and entire team for putting their best for hosting the said conference.
Agenda – 18	All India Round Table Conference of Women Vice Chancellors of AIU
Resolution	The committee was informed that the university hosted the all India Round table Conference of Women Vice Chancellors of Association of Indian Universities.

Agenda – 19	Status report on e-Governance implemented in various departments annually.
Resolution	The committee was informed that all the departments of the university and their services are now computerized.
Agenda – 20	Setup of Virtual Classrooms at various regional centres
Resolution	The committee was informed that to strengthen all the Regional Centres of the University Virtual Classrooms have been setup for the live interaction of the Teaching Staff, Administrative Staff and Students of RCs and various LSCs with Head office of the University.
Agenda – 21	Report on various workshops/seminars conducted by the University 1. 7 Days Virtual Yoga Workshop on Yoga for Harmony and Peace 2. Webinar on Use of Technology in Open Distance Learning in association with Wardhman Mahavir Open University, Kota, Rajasthan 3. Webinar on “Devarshi Narad – The First Journalist of the Universe” 4. National Sanskrit Workshop Virtual Lecture series on Indian Women – Past, Present and Future
Resolution	The committee was informed that University has organized different webinars during last four months during pandemic furthermore CIQA and various other departments are continuously planning to organize more programmes on various subjects.
Agenda – 22	Approval of the report of the Local Inspection Committee (LIC) of various Learner Support Centres (LSCs)
Resolution	The committee has been informed that Learner Support Centre Division is regularly arranging visits to various Learner Support Centres through Virtual Mode or Physical Mode as per the requirements for the Local Inspection Committee Meeting or for carrying out the audit process.
Agenda – 23	Regarding registration of Alumni Association under the Societies Registration Act, 1860
Resolution	The committee was informed that the process of registration of Alumni Association under the Societies Registration Act, 1860 has been initiated.
Agenda – 24	Report on Noble Social initiative of providing free education to individuals who have lost their parent as well as women and girls who have lost their bread winner father/husband/son of Covid-19.
Resolution	The committee was informed about the Noble Social initiative of providing free education to individuals who have lost their parent as well as women and girls who have lost their bread winner father/husband/son of Covid-19. On this occasion Hon’ble Vice Chancellor thanked all the Members of Board of Management for their support in taking this decision.
Agenda – 25	Status of separate portal of CIQA and information related to finalize the Web Portal for NAAC - process Self Study Report and NAAC Document Repository uploaded for the same.
Resolution	The committee was informed about the status of completion of various documentation process and activities in process for the Assessment and Accreditation process of the University by NAAC. Committee was further informed that all the documents related to Assessment and Accreditation process have been made available on University website under CIQA-NAAC section.
Agenda – 26	Regarding information related to feedback analysis from different stake holders

	and action taken report.
Resolution	The committee was informed that it is the regular practice of the CIQA to take the feedback from different stakeholders viz. Learners, Teachers and other Academics, Academic Counselors, Subject Experts, Employers, Alumni as per the requirement of Assessment and Accreditation process for the review of curriculum/syllabus. It was further informed that from last two years the feedback was taken online and the corresponding data were shared with all the schools and concern departments for analysis and to take necessary action on it.