



**MINUTES OF THE MEETING OF THE INTERNAL QUALITY ASSESSMENT CELL
(IQAC) HELD ON 4th MARCH 2020 AT 01:45 PM AT THE CONFERENCE ROOM**

MEMBERS PRESENT:

Nandan Nawn : Coordinator
Ramakrishnan Sitaraman
Chander K Singh
Abhijit Datey
Aviruch Bhatia
Vidhi Madaan Chadda
Naqui Anwer
Manish k Shrivastava
Neeti
Pradeep Padhy
Dhanraj Singh
Kamal Sharma
V Ganesh
Ratan K Jha
Pooja Choudhary
Rakesh Joshi
Tanvi Khurana
Prateek Sengupta

Manipadma Datta, Chandan Kumar, Sandeep Arora and Ananya Khosla were not present in the IQAC Meeting.

Agenda 1: Allocation of responsibilities among teacher members for different components and metrics of AQAR and SSR

Distribution of responsibilities is enclosed as Annexure 1.

Agenda 2: Discussion on Peer Team Report and Action Taken

The following text from the SSR Manual, pertaining to subsequent cycles of accreditation was quoted in the meeting: “The methodology for subsequent cycles of accreditation remains the same. However, due consideration would be given to the post-accreditation activities resulting in quality improvement, quality sustenance and quality enhancement. *In the SSRs institutions opting for subsequent cycles of accreditation need to highlight the significant quality sustenance and enhancement measures undertaken during the last four years*” [NAAC, 2020, Manual for Self Study Report: Universities, Bengaluru: NAAC, 31; emphasis added]. For this purpose the observations made by Peer Team and contained in the Report, was reflected upon and Action Taken were reported.

A draft response was circulated among the members before the meeting. Annexure 2 captured the final version.

[Nandan Nawn]
Coordinator, IQAC

[Manipadma Datta]
Chairperson, IQAC

Annexure 1

Criteria	Key Indicators (KIs)	Weight	Responsibility
1. Curricular Aspects	1.1 Curriculum Design and Development	50	Naqui
	1.2 Academic Flexibility	50	Naqui
	1.3 Curriculum Enrichment	30	Naqui
	1.4 Feedback System	20	Naqui
	Total	150	
2. Teaching-Learning and Evaluation	2.1 Student Enrolment and Profile	10	Vidhi
	2.2 Catering to Student Diversity	20	Vidhi
	2.3 Teaching-Learning Process	20	Vidhi
	2.4 Teacher Profile and Quality	50	Neeti
	2.5 Evaluation Process and Reforms	40	Vidhi
	2.6 Student Performance and Learning Outcomes	30	Vidhi
	2.7 Student satisfaction Survey	30	Vidhi
Total	200		
3. Research, Innovations and Extension	3.1 Promotion of Research and Facilities	20	Chander
	3.2 Resource Mobilization for Research	20	Chander
	3.3 Innovation Ecosystem	30	Chander
	3.4 Research Publications and Awards	100	Neeti
	3.5 Consultancy	20	Chander
	3.6 Extension Activities	40	Aviruch
	3.7 Collaboration	20	Aviruch
Total	250		
4. Infrastructure and Learning Resources	4.1 Physical Facilities	30	Aviruch
	4.2 Library as a Learning Resource	20	Chander
	4.3 IT Infrastructure	30	Aviruch
	4.4 Maintenance of Campus Infrastructure	20	Aviruch
	Total	100	
5. Student Support and Progression	5.1 Student Support	30	Abhijeet
	5.2 Student Progression	40	Abhijeet
	5.3 Student Participation and Activities	20	Abhijeet
	5.4 Alumni Engagement	10	Abhijeet
	Total	100	
6. Governance, Leadership and Management	6.1 Institutional Vision and Leadership	10	Manish
	6.2 Strategy Development and Deployment	10	Manish
	6.3 Faculty Empowerment Strategies	30	Manish
	6.4 Financial Management and Resource Mobilization	20	Manish
	6.5 Internal Quality Assurance System	30	Manish
Total	100		
7. Institutional Values and Best Practices	7.1 Institutional Values and Social Responsibilities	50	Chandan
	7.2 Best Practices	30	Chandan
	7.3 Institutional Distinctiveness	20	Chandan
	Total	100	
TOTAL SCORE		1000	

Annexure 2

Section	Comment	Observation	Action taken, if any
II: CRITERION WISE ANALYSIS			
Criterion1 - Curricular Aspects (Key Indicator and Qualitative Metrics (QIM) in Criterion1)	Learning objectives, course outcome, evaluation criteria, materials with required text, suggested readings, journals etc. are well defined in most of the courses	It was noted that the exercise has started. However, it needs to be completed.	Audit of Learning Outcomes across Master's Programme courses shows near completion. Programme Coordinators have been asked to address the remaining gaps, if any. All such matters will be put up before the Academic Council in its next meeting in July 2020.
	TERI SAS has just initiated gender sensitization awareness programmes through invited talks.	ICC has taken some initiatives in the recent past.	More programmes are being organised by respective committees.
	More emphasis needs to be given on designing LTP uniformly in all the courses	Heads and Deans may take a call and document a response.	N.A.
Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics (QIM) in Criterion2)	Positive impact of reforms on the examination procedures and processes including IT integration and continuous internal assessment on the examination management system	We need to showcase such reforms and IT integration in the re-assessment.	IT integration will be shown as one of the Best Practice. The other is compulsory research component in all Master's Programmes.
	The national/ international links are established in some Departments for teaching, by inviting experts, visiting professors or academicians of repute from abroad through exchange programmes	Not much information could be gathered on the actions that have been carried out in connection with the exchange programmes.	Registrar office is looking at the matter.
	TERI SAS has effective and transparent examination and evaluation system with partial automation	The section on examination needs to inform that we have fully automated examination section. Necessary clarification may be issued for not having any requirement on issue of hall tickets, being an University.	N.A.
	Formative and summative assessments needs to be strengthened	In all courses learning outcomes are yet to be connected with tests.	UGC publication titled Evaluation Reforms in Higher Education Institutions dated November 2019 was shared with the concerned authorities for examining its applicability.
	Institute is taking efforts to addressing the issue of timely declaration of results	This matter has been handled.	The number of days between last examination and declaration of results has been reduced considerably.
	The TERI SAS has a plan	Some action has been taken	Form for collecting

	to strengthen Program Specific Outcomes (PSO), evaluation of attainment of program outcomes and course outcomes.	on this front.	feedback from peers, employers, teachers and alumni have been prepared. Feedback has been collected as well. Besides, UGC publication titled Evaluation Reforms in Higher Education Institutions dated November 2019 was shared with the concerned authorities for examining if the framework proposed by it for evaluation of attainment of PO and COs can be adopted.
Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics (QIM) in Criterion3)	TERI SAS has created 'research environment' by promoting research and setting up Entrepreneurship Development & Innovation Cell	Efforts of the cell, besides organisation of seminars, yet to be documented.	N.A.
	Active engagement with neighbourhood communities on social and environmental issues.	These have been documented.	N.A.
	TERI SAS offers 'Performance Linked Award' to its extra-ordinary researchers	For 2018-19 there has been no such award.	N.A.
	TERI SAS does not have NSS and NCC units	Relevant authorities have been made aware of this.	N.A.
Criterion 4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics (QIM) in Criterion4)	The campus of TERI SAS is spread over the area of 2 acres and institute is striving hard to acquire additional land for smooth conduct of day to day academic and administrative activities	Developments vis-a-vis Hyderabad and other such, if any, may be reflected in the Strategic Plan and other such documents.	N.A.
	Institute is striving hard to strengthen the sports facilities.	Space constraint cannot be overemphasised.	N.A.
	However, institute lacks facilities like boys' hostel, women's facility centre, and larger reading space in library for group studies	Space constraints may not allow us to offer either of these. It is possible to advertise services like assistance in locating suitable local Paying Guest accommodation in the website.	
	Institute has very strong and well maintained IT support for administration.	This will be showcased.	To be showcased as a best practice in SSR.
Criterion 5 - Student Support and Progression (Key Indicator and Qualitative Metrics (QIM) in Criterion5)	There is no active Student Council, however institute has a plan to form students council	A draft has been prepared and to be placed before BoM for adoption.	N.A.
	Students representation is ensured in various committees like IQAC, Internal Grievance Committee, Anti-Sexual	Not satisfied by most of the Committees. IQAC has students representatives. Clubs consists of students.	This has been brought to the notice of the Registrar.

	Harassment Committee, Hostel, Canteen, Safety and Security Committee, Diversity, Equality and Ethics Committee and various clubs		
	Alumni contribution in terms of funds is nil	No effort has been taken on this matter so far.	Finance Office has been to explore possibilities of creating a fund with possibilities of income tax exemption for donations.
Criterion 6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	Performance Appraisal System is also in place. Role Related Rewards and Outcome Linked Awards have been instituted to recognize efforts put in by faculty members in academic administrative functions.	Since 2018-19, this has not been given.	Authorities been made aware about it.
	Institute conducts financial statutory audit regularly. External audit is not undertaken by the authorities	Some departments have undertaken external audits.	It has been brought to the notice of all Heads where external audit is pending.
Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics (QIM) in Criterion7)	There is no common room facility	Space constraints do not allow us to address this.	N.A.
Section III: OVERALL ANALYSIS based on Institutional strengths. Weaknesses, Opportunities & Challenges (SWOC)			
Strengths	Incentives for the performance of the employees	Discontinued since 2018-19.	Authorities have been requested to reinstate such incentives.
Weaknesses	Desired number of international students yet to be achieved	Scholarships may be a reason.	N.A.
	Centre for promoting competitive examination coaching yet to be initiated	This is doable.	Dean Academic can direct a couple of faculty members to undertake this.
	Scope for increasing students intake and students participation in sports competition and other cultural activities across universities needs to be encouraged. Initiatives to increase the regular enrolment	Some efforts have been taken place in these matters. Number of applications has increased for 2020 admission to 1193 from 942 and 930 in 2018 and 2019 respectively.	N.A.
Opportunities	Scope for professional consultancies	Finance Officer has informed that revenue sharing mechanism guidelines is ready and will be placed before the authorities soon.	N.A.
	Scope for writing books on latest development in the research	University may come up with such plans.	N.A.
	More collaborations with govt. organisations, and	Some efforts have taken place in this regard. Recognition	N.A.

	private sector	under section 12B of UGC Act may facilitate this.	
Challenges	Space management	Efforts to have more campuses can be reflected in the Strategic Plan.	
	Awareness in the corporate sector about the institute	Newsletter can be an useful route to achieve this.	
Section IV: Recommendations for Quality Enhancement of the Institution			
	Institute may introduce concept of 'Research Semester'	Heads and Deans need to take a call, followed by AC	N.A.
	Trimester pattern may be adopted	---do--	N.A.
	Consider Dual Degree programme	---do--	N.A.
	Mobilisation of funds	Registrar has requested F.O. to prepare a plan in this regard	N.A.
	Vision Document of the university should be prepared	A document is required. Some efforts were made in 2015. Heads and Deans must take a lead to prepare it, building on what is include here: https://terisas.ac.in/vision-mission-core-values.php	N.A.
	Credit exchange and credit accumulation should be strengthened	Controller of Examinations has prepared a document in this regard. Dean A may take it forward.	N.A.
	Conduct of regular academic audit by the external members	Some progress has taken place.	N.A.
	Integrated programs should be introduced	Heads and Deans need to take a call, followed by AC	N.A.
	Collaboration with stakeholders of higher education for quality evaluation & promotion	IQAC has initiated it with a lecture.	In process.
	Maintain the error free data for all academic, administrative, research, extension activities, etc. AQAR and SSR should be error free	IQAC is taking care of this.	In process.
	Formation of students council.	Noted earlier	In process.
	Full time officer for examination management	Already taken care of.	N.A.
	Efforts towards Increasing intake of students	Efforts are in place. Reasonable increase in the number of applications has taken place for 2020 admission.	N.A.

Legends:

Green: Areas of achievement recognised in the report

Yellow: Areas of some concern

Blue: Areas of significant concern

Red: Areas of acute concern, or where no action is possible.