

**NAAC Accredited A++ Grade**  
**INDIRA GANDHI NATIONAL OPEN UNIVERSITY**  
**CENTRE FOR INTERNAL QUALITY ASSURANCE (CIQA)**  
**MAIDAN GARHI, NEW DELHI-110 068**

**MINUTES OF THE 3<sup>rd</sup> MEETING OF THE CENTRE FOR INTERNAL QUALITY ASSURANCE COMMITTEE HELD ON 06<sup>th</sup> FEBRUARY 2023 AT 11.00 AM AT BOARD ROOM, VCO BLOCK, IGNOU, MAIDAN GARHI, NEW DELHI-110 068.**

Following attended the meeting on 06<sup>th</sup> February 2023:

1.	Prof Nageshwar Rao, Vice-Chancellor, IGNOU	Chairperson
2.	Prof Manimala Das, Former VC of NSOU	External Members
3.	Prof Santosh Panda, Director STRIDE	Member
4.	Prof Sunita Malhotra, SOS	Member
5.	Prof Kaushalya, Director, SOH	Member
6.	Prof Meenal Mishra, Director, SOS	Member
7.	Dr Alok Chaube, Registrar, Admin	Member
8.	Dr Jitendra Gangawar, Finance Officer, IGNOU	Member
9.	Prof Manjulika Srivastava, Director CIQA	Member Secretary

Prof Ashok Sharma, Former Vice-Chancellor of VMOU, external member of the committee could not attend the meeting due to his pre-occupation. Prof Swaraj Basu, Professor, SOSS and Prof. P.V Suresh, Director SOCIS could not attend the meeting as they were on leave.

Dr Navita Abrol, Assistant Director, CIQA and Dr Shekhar Suman, Assistant Director, CIQA were present to provide the academic inputs to Member Secretary and Committee.

Prof Manjulika Srivastava, Member Secretary welcomed the Chairperson and members of the Committee. Thereafter, she invited the Chairperson of the Committee, Prof Nageshwar Rao, Vice-Chancellor, IGNOU to give his opening remarks.

In his opening remarks, the Vice-Chancellor and Chairperson welcomed all the members including the newly joined members of the CIQA Committee viz Prof Kaushalya, Director, SOH, Prof Meenal Mishra, Director, SOS and Dr Alok Chaube, Registrar, Admin.

The Vice-Chancellor then expressed his gratitude to the outgoing members of the Committee, namely Prof Rashmi Sinha, Prof. Sujatha Varma and Dr. V B Negi for their valuable contribution as members of the CIQA Committee.

He made a special mention of the dedication with which Prof Manimala Das displays for the ODL system in general and IGNOU in particular which was evident in her participation in the CIQA Committee meetings during difficult times.

Thereafter, he apprised the CIQA Committee about the developments that took place after the last meeting of CIQA Committee.

He expressed his appreciation of Director CIQA, Prof Manjulika Srivastava and her team, for their contribution for getting the university the A++ grade of NAAC and their continued efforts towards maintaining the grade. He also mentioned the handholding provided by CIQA to state open universities in their assessment and accreditation process by NAAC. The efforts of CIQA were dully acknowledged by the university by awarding it the Best Centre Award in the year 2022. He informed the committee that NEP Cell of IGNOU is housed in CIQA, and it is putting its best efforts towards implementing the National Education Policy 2020 in IGNOU.

Prof Manimala Das also applauded the efforts of the CIQA under the dynamic leadership of Vice-Chancellor, Prof. Nageshwar Rao. She expressed her happiness on the University's significant contribution and progress towards implementing the ethos of National Education Policy 2020 and setting high benchmarks in higher education particularly in Open and Distance Education and Online Learning.

Thereafter, following Agenda Items were discussed in the meeting and the decisions taken thereof:

<b>ITEM NO.</b> <b>3.1.</b>	<b>To apprise the Committee on the approval of the minutes of the Second meeting of the Centre for Internal Quality Assurance Committee (CIQAC) held on 15<sup>th</sup> February, 2022 in Academic Council-reg</b>
CIQAC 3.1.1	The committee was apprised of the approval of the minutes of the Second meeting of the Centre for Internal Quality Assurance Committee (CIQAC) held on 15 <sup>th</sup> February, 2022 in the 57 <sup>th</sup> meeting of the Academic Council Standing Committee held on 9 <sup>th</sup> June 2022; and whose minutes were confirmed in the 78 <sup>th</sup> meeting of the Academic Council held on 13 <sup>th</sup> June 2022.
CIQAC 3.1.2	<b>Decision:</b> The committee noted the approval of the minutes of the Second meeting of the Centre for Internal Quality Assurance Committee (CIQAC) by a statutory body of the University.
<b>ITEM NO.</b> <b>3.2</b>	<b>To apprise the Committee of the Action Taken Report on the Minutes of the Second Meeting of the CIQA Committee -reg.</b>
CIQAC 3.2.1	The Director, CIQA presented the agenda before the Committee. She apprised the Committee on quality enhancement measures undertaken by university as an action taken report on the Minutes of the Second Meeting of the CIQA Committee. She informed the committee that an Internal Committee under the Chairpersonship of Dr. Srikant Mohapatra, PVC has been constituted on 19 <sup>th</sup> January, 2023 for conduct of Internal audits of the University, viz.: 1) Green 2) Energy and 3) Environment. CIQA Committee was notified as the Task Force for IGNOU's Accreditation related activities. Two workshops were conducted: 1) With the Nodal Officers and 2) With CIQA Working Group Members For filling up the AQAR.

CIQAC 3.2.2	<b>Decision:</b> The committee appreciated and noted the quality enhancement measures undertaken by the CIQA of IGNOU.
<b>ITEM NO. 3.3</b>	<b>To apprise the Committee of the Submission of IGNOU AQAR 2021-2022 on the NAAC Portal-reg.</b>
CIQAC 3.3.1	<p>The Director, CIQA presented the agenda before the Committee. She informed the committee that IGNOU had prepared the Annual Quality Assessment Report (AQAR) for the year 2021-2022 as per the directions received from the NAAC vide their communication dated 09/12/2021, that the University had to submit to NAAC by 31st December, 2022.</p> <p>A Review Committee reviewed all the uploaded metrics and their proofs on the NAAC portal for IGNOU AQAR 2021-2022 on 16th and 19th December 2022.</p> <p>The AQAR was approved by the Academic Council in its 79<sup>th</sup> meeting held on 20th December 2020 and submitted on 28th December 2022. The NAAC vide email dated 4th January 2023 informed the University that the AQAR 2021-2022 needed to be reviewed. Accordingly, The AQAR was reviewed, revised and resubmitted by CIQA on the NAAC portal on 17-1-2023.</p>
CIQAC 3.3.2	<b>Decision:</b> The members lauded efforts taken by CIQA in compiling the AQAR and timely submission of it to NAAC.
<b>ITEM NO. 3.4</b>	<b>To apprise the Committee of the NAAC requirement for submission of IGNOU AQAR for the assessment year 2020-21-reg.</b>
CIQAC 3.4.1	<p>The Director, CIQA presented the agenda before the Committee. She informed the committee that NAAC requires the University to also submit the AQAR for the previous year i.e 2020-2021. This decision of NAAC is based on their recent notification to all HEIs issued on 17<sup>th</sup> October 2022. NAAC has given time up to 28<sup>th</sup> February 2023 for the same.</p> <p>The process of filling up of AQAR 2020-21 has already been taken up from 1<sup>st</sup> January 2023 and the final AQAR 2020-21 will be placed before the statutory body for its kind consideration and approval.</p>
CIQAC 3.4.2	<b>Decision:</b> The committee noted the steps being taken by CIQA.
<b>ITEM NO. 3.5</b>	<b>Approval of the draft Research Promotion and Incentive Policy-reg.</b>
CIQAC 3.5.1	<p>The Director, CIQA presented the agenda before the Committee. She apprised the members that in order to encourage an environment of research in the University and to give due recognition to quality research. CIQA has drafted the Research Promotion and Incentive Policy, to incentivize research activities undertaken by the teachers and academics of the University.</p>
CIQAC 3.5.2	<b>Decision:</b> The committee appreciated policy drafted by the CIQA. The members suggested that, CIQA should relook the incentives proposed in

	<p>the policy. A third slab may be added for the research papers published in journals the details are given in the table below:</p> <table border="1"> <thead> <tr> <th>S.No.</th> <th>Range of Impact Factor</th> <th>Amount (in Rs.)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>No impact factor</td> <td>3000</td> </tr> <tr> <td>2.</td> <td>0.01 to 1.0</td> <td>4,000</td> </tr> <tr> <td>3.</td> <td>1.1 to 5.0</td> <td>5,000</td> </tr> <tr> <td>4.</td> <td>5.1 and above</td> <td>7,000</td> </tr> </tbody> </table> <p>Also the incentive for chapter written in an edited book published by a national publisher should be enhanced from Rs 1500 to Rs 2000. The CIQA Committee approved the Policy after detailed discussion.</p>	S.No.	Range of Impact Factor	Amount (in Rs.)	1.	No impact factor	3000	2.	0.01 to 1.0	4,000	3.	1.1 to 5.0	5,000	4.	5.1 and above	7,000
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4.	5.1 and above	7,000														
<b>ITEM NO. 3.6</b>	<b>Approval of CIQA Annual Report 2022-reg.</b>															
CIQAC 3.6.1	<p>The Director, CIQA presented the agenda before the Committee. She apprised the members that CIQA has made a practice of documenting its major activities performed during the year. The activities undertaken in the previous year i.e. 2022 were compiled and presented in the CIQA Annual Report- 2022. Some of the major activities listed were:</p> <ul style="list-style-type: none"> <li>• Coordination and Preparation of AQAR</li> <li>• Conduct of CIQA Committee Meeting</li> <li>• Development of CIQA Action Plan for 2022-23</li> <li>• Revision of Feedback Tools for Stakeholders</li> <li>• Compilation of Feedback Analysis Reports</li> <li>• Action Taken Report on Feedback Analysis Reports of Stakeholders</li> <li>• Preparation of Learner Charter</li> <li>• Development of LOCF documents for UG and PG Degree programmes</li> <li>• Guiding Schools of Studies in preparation of PPRs</li> <li>• Monitoring of IDP of IGNOU 2030</li> <li>• Initiative for System-based Research</li> <li>• Drafting of Policies &amp; SOPs for Implementation of NEP 2020</li> <li>• Updating of Dossiers of Teachers and Academics</li> <li>• Updating of IGNOU Website</li> <li>• Preparation of Research Promotion and Incentive Policy</li> <li>• Submission of Proposal for Best Centre Award</li> </ul>															
CIQAC 3.6.2	<b>Decision:</b> The Committee noted the activities of CIQA and lauded the qualitative and quantitative efforts of the Director, CIQA.															

The meeting ended on a positive note with thanks to chair and all present.



प्रो. मन्जुलिका श्रीवास्तव  
 Prof. Manjulika Srivastava  
 निदेशक (सी.आई.क्यू.ए.)  
 Director (C.I.Q.A.)  
**Prof Manjulika Srivastava**  
**Director, CIQA**

## GLIMPSES OF THE MEETING

