



## Internal Quality Assurance Cell (IQAC)

### IQAC Meetings Log and Action Taken Report 2020-21

S.N.	Date and Time	Venue	Participants	Summary minutes of the meeting	Action Taken Report
1	17-06-2020 11.30 am	Online	IQAC members and alumni coordinators	Discussions held on the preparations and planning for the Peer Team Visit; details of the visit to be confirmed by NAAC; plans for alumni mobilisation discussed	Preliminary plans made and presented to the larger team for feedback and improvisation
2	20-08-2020 11.30 am	Online	VC, IQAC, Deans and Directors	Detailed discussion on the University's participation in quality assessment by NIRF and plans for boosting its performance; other quality assurance initiatives	Various areas of concern identified; action points to address them discussed and worked out; various quality initiatives suggested and discussed
3	30-10-2020 10.00	Online	IQAC Core Team	Preparations for the expected Peer Team Visit; charting out a tentative schedule and identifying roles and responsibilities; preliminary plans about responsibility distribution	Draft schedule of the Peer Team Visit worked out; various roles and responsibilities identified; draft structure of committed and teams worked out
4	09-09-2020 2.00 pm	Online	IQAC Core Team	Updates on post DVV developments in reaccreditation process; preparations of AQARs of 2019-20 and 2018-19; quality assurance suggestions to the University; suggestions about activities for the immediate future	Outcomes of the DVV process reported; all queries in DVV successfully addressed; work on AQAR 2018-19 and 2019-20 put on hold since they are to be submitted after the current process is over.
5	02-11-2020 11.00 am	Online	IQAC with VC, Pro-VC, Proctor and Deans	Peer Team Visit expected in February 2021; making tentative plans of various committees for handling	A list of several committees and teams required to handle various aspects worked out; several checklists prepared



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				different responsibilities; preparing various checklists to monitor the preparedness of the University	to aid the planning and preparations of different wings
6	09-11-2020 11.30 am	Online	IQAC with Pro-VC	IQAC meeting with PVC Salil to discuss the preliminary plans for proper coordination of the forthcoming PTV; formation of various teams and sub-committees with roles and responsibilities identified	Draft committees with respective members worked out with advice from the Pro-VC; exact roles and nature of work for each committee confirmed
7	08-12-2020 11.30 am	Conference Hall	IQAC with VC, Registrar and Dean Planning	Reporting by IQAC at the monthly meeting of Deans and Directors with the VC regarding the plans and preparations for the OTV; finalization and confirmation of various committees; discussion of plans for presentations by different wings of the University, preliminary planning to ensure campus readiness	Briefed about the status of the preparations for the PTV and board plans; various draft committees discussed and approved by the VC; points listed for campus readiness and concerned divisions informed accordingly
8	09-12-2020 3.00 pm	Online	IQAC Core Team	Preparation of checklists for schools, centres, divisions and other offices both for records and documents, and for hosting the PTV	Documentary checklists and checklists for preparations finalized and shared with schools, centres and divisions
9	15-12-2020 2.00 pm	Online	IQAC with faculty and office staff	Sharing and discussion of assessment metrics and criteria with all; review of checklists of documents; stock taking of the preparations by all wings of the University	Assessment criteria, rubrics and steps of evaluation discussed once again on general request; some documentary checklists improved following feedback
10	17-12-2020 11.00 am	Online	IQAC Core Team	Preparations for NAAC PTV; drafting recommendations to the University regarding quality assurance; discussion about CFP newsletters and student research journals	Monitoring of preparations for PTV continued; Pandemic circumstances have led to uncertainty about exact schedule of PTV; preparations to continue; discussions with Centre for



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					Publishing on newsletters and student research journals
11	14.01.2021 2:30 pm	Online	IQAC and Planning Division	online joint meeting of IQAC and Planning Division for preparation and stock taking for the forthcoming Peer Team Visit (PTV).	Planning Division and IQAC jointly assessed the plans for the PTV and also the activities to be undertaken for campus and offices preparedness.
12	08-02-2021 11.30 am	Committee Room 1	IQAC and Central Coordination Committee	Overview by the central coordination committee of the preparations for the PTV; confirmation of plans for logistics of Peer Team, hospitality, interaction schedule and other plans; planning a mock Peer Team Visit to check institutional readiness	Overall draft schedule of the visit and proposed plans for logistics, transport, hospitality and interaction sessions approved; a Mock PTV planned for April 2021 to support the University's efforts
13	31-03-2021 11.30 am	Online	IQAC with faculty members	Discuss mock Peer Team Visit plans; briefing about the schedule and roles and responsibilities; explaining the purpose and extent of the mock PTV	Mock Peer Team visit plans explained to all; roles and responsibilities identified; guidelines given on what and how to gain from the mock PTV
14	13-04-2021 4.00 pm	Online	IQAC with faculty members	Discussions of the outcomes of the mock PTV; identifying areas of concern to be addressed; action plans to follow up on the recommendations of the mock Peer Team	Key recommendations and insights from the Mock PTV identified and shared with all; plans and preparations for the PTV modified in the light of these.

*Nadwar*

Director,  
Internal Quality Assurance  
Cell (IQAC)  
Dr. B. R. Ambedkar University Delhi