Minutes of the IQAC Meeting held on May 11, 2006 at 3.00 PM in the Committee Room, Administrative Building, OU

Agenda
 I.   Consideration of the reports submitted by various committees.
 II.   Proposal to organize IQAC Seminar.
 III. Review the progress of NAAC annual report.
 IV.   Evolve a schedule for preparation of RAR and data collection.
 V.   Any other matter with the permission of the chair.

I) Consideration of Reports
The Meeting considered the reports submitted by the committees which visited various colleges and resolved to:

1.   Request the Principals to maintain Event Registers and send a brief report periodically (at least once in three months) to IQAC
      Action: IQAC/Principals of the concerned colleges.

2.   Request the Principals to display prominently the short version of the University Vision and Mission in each building of the College. IQAC to send the short Vision and Mission Statement (as given in the brochure of achievements 2005-06) and specify the size of the board, letters, colour etc.
      Action: IQAC/Principals of the concerned colleges.

3.   Request the Principals to analyze the results of the feed back forms collected from the students during the Semester-end exams. A summary of the analysis is to be sent to IQAC, with a copy to OSD, OU.
      Action: Principals of the concerned colleges/OSD/IQAC.

4.   Request the Principals to appoint Students Counselors separately for Boys & Girls in each college, and instruct the cell to record the activities and send a report to IQAC on the last working day of every calendar month.
      Action: IQAC/Principals of the concerned colleges/IQAC.

5.   Advise the Principals to constitute a two member Research Advisory Committee in each college to guide teachers applying for research projects.
      Action: Principals of the concerned colleges/ IQAC.

6. Request the Principals to improve student facilities such as drinking water, telephone, grievance cell, suggestion box and devise a mechanism to attend the grievances and suggestions and maintain a record of action taken.
Action: Principals of the concerned colleges.

7. Request the Registrar to sort out the problems related to allocation of revenue generated from self-finance courses and seats with the concerned Principals of the Colleges
Action: Registrar/Finance Officer/ /Principals.

8. Inform the Principals that they are authorized to carryout minor building maintenance works up to Rs.10,000/- and refer works up to Rs. 50,000/- to the House Keeping Committee (and not to the Engineering Division) whose meeting will be held on 30th of every month. The Registrar to issue orders to this effect.
Action: Registrar.

9. Request the Chairmen, BOS to send the latest syllabus of their departments on a CD to the Special Officer (Infrastructure) for creating a directory of syllabi and placing it on the OU Website

Action: IQAC/Chairmen, BOS/SO, Infrastructure.

10. To seek the Standing Committee's approval for grant of academic autonomy to select departments to start credit and choice based courses with internal assessment and project work.
Action: Dy. Registrar (Acad)

11. Request the Dean, Development & UGC Affairs to convene periodic meetings (once in a month) of the Principal Investigators of various projects to sort out any problems and apprise them of the procedures involved in UGC/Non-UGC Projects.
Action: Dean, Development &UGC Affairs.

12. Advise the College of Education to submit the record (also photographs etc) of villages adopted and work carried out there to IQAC for inclusion in the Annual Report 2005-06.
Action: Principal, College of Education.

II) IQAC Seminar
The meeting discussed the proposal of IQAC to hold a Seminar to be held on June 21, and resolved to

13. Approve the following themes, expected outcome and the budget of the seminar.

THEMES
- Criteria wise institutional preparation
- Assessment and implementation of the peer theme observations
- Data generation warehousing and mining
- Core value inculcation
- RAR Preparation

EXPECTED OUTCOME
It is expected that the institution takes stock of the action taken on earlier peer committee observation assessing the extent of making good the deficiencies pointed out, success in quality sustenance and finally the initiation towards quality enhancement as per the expected norms. Finally it is hoped that armed with the final insight into the entire gamut of exercise the structured way of data generation, preservation, retrieval and presentation will be evolved to be implemented immediately.

REQUIRED BUDGETERY PROVISION

S No	Particulars	Amount in Rs
1	Seminar material @ Rs 150 X 150 participants	22,500
2	Auditorium charges including A/V facilities, photography & videography, banners, mementoes, bouquets, stationery, CDs, decoration, miscellaneous etc	20,000
3	TA/DA, accommodation, hiring local transport etc	55,000
4	Tea and snacks (2 times)	10,000

	@ Rs 50 X 200 participants	
5	Lunch for 150 participants @ Rs 150	22,500

Total   1,30,000

14.   Advise IQAC to keep a two-day programme ready in case the NAAC extends financial support. However, as NAAC decision on financial support is awaited, the following one-day Seminar programme is approved.

PROGRAMME

21 June, 2006

9:30-10:00   Registration
10:00-10:05   Welcome
10:05-10:10   About the Seminar Theme
                      (by the Coordinator, IQAC)
10:10-10:25   Remarks by the Guest of Honour
                      (Dr Stephen Ryrie, Associate Dean, Faculty of Computing and
                 Mathematical Sciences, University of West of England, Bristol,   UK)
10:25-11:10   Inauguration and Keynote Address
                      (by the Chief Guest)
11:10-11:20   Presidential Remarks
                      (by the Vice-Chancellor)
11:20-11:30   Vote of Thanks
11:30-12:00   Tea Break
12:00-1:00   Session I
                      1. Lecture by Dr Stephen Ryrie
                      2. Lecture by …
1:00-2:30   Lunch Break

2:30-3:30   Session II
                      1. Sharing of Experiences
                         (Lecture by a representative of a
                             Re-Accredited UniversityCollege)
                       2.

3:30-3:45   Tea
4:00-5:15   Session III
               Discussion on the preparation of Re-Accreditation Report

  15.   Approve the Lecture format by invited speakers for one day Seminar.
          Papers may be invited for the two-day seminar.
  16.   Consider the following names as invited speakers: UGC Chairman;
          Director, NAAC; Dr. Sam Pitroda; Dr. Pushpa Bhargava;
          Dr. Harinarayana, Ex-Vice-Chancellor, Hyderabad Central University;
          Prof. Natarajan, Ex-Vice-Chancellor, Madras University; Prof. Kolasker,
          Ex-Vice-Chancellor, Pune University.
           Action: IQAC.

III) IQAC Annual Report

The meeting considered the progress of the IQAC Annual Report preparation
and resolved to

  17.   Advise IQAC to send the Annual Report proformas to all those in the
          following updated list:

                                              Relevant item No. in the proforma

1. Academic Staff College   7
2. UGC & Non-UGC   9,11,12 and 40
3. Principal   2 to 17,29,35,36 and 37
4. Directors   2 to 17 and 36
5. Library   21 and 22
6. Physical Director, OU   33 and 34
7. Controller of Exams, OU   5
8. Deans of Faculties   11,12 and 13
9. Administration   19,20,24,25 and 38
10. S.O (Infrastructure)   26, 27 and 28
11. Dr. P. Venugopal Reddy (S   30 and 31
12. NSS   18
13. UFRO   41
14. Employment Bureau   36, 37
15. Guest House

16. Health Centre   32
17. Department of Sports & Games   33
18. Chief Warden   18, 26, 29, 35
       Action: IQAC

18.   Appoint a two member committee consisting of Prof. K. Veera Reddy and Prof. M. Upender to visit colleges and ensure the implementation of the resolutions (vide agenda item: I) and impress upon the principals to furnish the necessary information in the proforma already circulated for the preparation of IQAC Annual Report.
     Action: Registrar

IV) RAR Preparation Schedule

The meeting considered the RAR preparation schedule and resolved to

19.   Approve the following schedule proposed by IQAC:

RAR Preparation Schedule

EC APPROVAL DATE	21 MAY, 2001
DATE OF COMPLETION OF 5 YEARS	21 MAY, 2006
DATE OF COMPLETION OF 6 YEARS	21 MAY, 2007
INSTITUTIONAL PREPARATION (6TH YEAR)	21 MAY,2006 to 20 MAY,2007
NAAC PROCESS (7TH YEAR)	21 MAY, 2007 to 20 MAY, 2008
OBTAIN 'RAR' DATA BY	DECEMBER, 2006
'RAR' PREPARATION	1 JANUARY, 2007 30 APRIL, 2007

20.   Advise IQAC to prepare a check list as per the RAR proforma for the Vice-Chancellor to brief the Principals, Heads of Departments and Chairmen, BOS in the month of June 2006.
Action: IQAC

21.   Convene the IQAC meeting to consider the recommendations of the Committees which reviewed the Peer Committee Reports.

ACTION PLAN

1.   Letters to Principals/Chairpersons, BOS
2.   Preparation of Check List: (i) Principals (ii) HOD/BOS for Vice-Chancellor
3.   Supply short version of Vision/Mission and Specifications
4.   Send Annual Report Proformas to updated list
5.   Collect information of College of Education
6.   Autonomy – Standing Committee : Atten: DR (ACAD)
7.   Allocation of Self-finance grants – meeting ?
8.   UGC/Non-UGC Projects – meeting?
9.   Pursue NAAC for financial assistance for IQAC Seminar
10.   Finalise list of invited speakers and obtain letter of consent
11.   Formation of Two Member Committee
12.   Call next IQAC Meeting – Decide on dates