



**Co-ordinator**

**Internal Quality Assurance Cell (IQAC)**

SSSIHL/23-24/IQAC/01

5th July 2023

## **Minutes of IQAC meeting**

Venue- Seminar hall, Annexe building, PSN Campus

Time: 3:45 pm, 4th July 2023

Members present:

Vice Chancellor, IQAC chairman

Registrar

Controller of Examinations

IQAC Coordinator

IQAC Dy. coordinator

Dr. Rani P L, Advisor to IQAC

Dr. S Balasubramanian, Advisor to IQAC

IQAC internal members

Steering teams for the seven NAAC assessment criteria

Meeting started with a prayer

The new IQAC chairman, IQAC coordinator, IQAC deputy coordinator and the IQAC team were formally welcomed.

The IQAC chairman placed on record his appreciation for the previous team. He suggested that in every complex committee, a portion of the old team members should be retained for continuity.

He introduced the NAAC steering team for each of the seven criteria. The IQAC chairman highlighted that the Steering teams for the seven NAAC assessment criteria should work in unison with the IQAC team and different stakeholders of the Institute for the overall quality improvement of the Institute. He also stressed on the need to preserve the identity of the Institute, which was set up on the principles elucidated by the Revered Founder Chancellor, Bhagawan Sri Sathya Sai Baba.

The IQAC Chairman hoped that introduction of the UMS would be done at the earliest to ensure a robust documentation process. He also invited all the faculty members to actively participate in populating data on the UMS.

The Registrar, briefly explained the idea behind forming the Steering teams for the seven NAAC assessment criteria. He also highlighted the pitfalls of not having a proper documentation system in place which resulted in a low NAAC score in the 3rd cycle of accreditation.

IQAC coordinator and IQAC deputy coordinator then presented the roles and responsibilities of the NAAC steering teams. (roles and responsibilities document is attached for reference). Subsequently, the house was thrown open for deliberations.

IQAC coordinator put forward the proposal of training workshops for all IQAC members as well as for the steering teams. He also informed the members about the task of preparing a checklist of deliverables for all criteria by different stakeholders. He also added that job roles and responsibilities of all staff including the top administration, HoDs, Deans, faculty etc. will be taken up by IQAC.



IQAC coordinator proposed that a review of progress of different NAAC metrics can be taken up on a monthly basis. IQAC chairman evinced that it should be done on a fortnightly basis.

IQAC coordinator raised a query regarding feeding of data for preparation of AQAR 2022-23 which will be taken up later during the academic year 2023-24. He posed the question whether it should be done in MS Sharepoint as it was done for academic year 2021-22 or should we directly feed the data in UMS. All members unanimously agreed to use UMS for data collection for AQAR 2022-23.

IQAC chairman directed the HoDs to identify conferences which have good credibility and motivate the faculty of their department to apply for them.

Regarding projects being conducted in environmental science, Dr. Praphulla Chandra, Assistant Professor, Chemistry, updated the members about the environmental science projects being taken up by the Undergraduate students. IQAC chairman suggested that the IQAC team connect with the expert Sri Satish Chandra of SSSIHMS whitefield regarding environmental science projects.

Dr. S Balasubramanian, Advisor to IQAC, raised the query that whether the collection of data should be bottom-up or top down. After deliberations, the members decided that collection of data shall be bottom up but based on this data and the requirement, the guidelines have to be set by the administration with the required policy documents in place.

IQAC chairman directed the administration that annual faculty self-evaluation should be conducted without fail every academic year.

He also directed that an outgoing member holding an administrative post ~~should~~ NOT delete the e-mail communication pertaining to that role from his / her official email inbox, to ensure continuity of filing and communication for the successor.

IQAC Chairman suggested that the IQAC coordinator send out an email to all the Institute faculty members regarding the standard affiliation that they have to use in their research publications.

Dr. G Padmavathy, Associate Professor, DMC, suggested that NAAC metrics should be sorted in the descending order of their weightages and the faculty members should be made aware of this data for them to identify the most critical areas to concentrate upon immediately. IQAC team informed the members that this data was shared in the SAI - Some Accreditation Initiatives and in departmental academic audit conducted in the academic year 2022-23.

Dr. Murali Ravi, Assistant Professor, Physics, suggested that similar to the academic audit where each department was provided a score based on the data submitted by them, each faculty member should also be able to see his / her individual score based on his / her performance in the metrics where his / her contribution makes a difference. This point was noted by the IQAC team for consideration.

Dr. Swetha Tiruchanuru, Assistant Professor DMC, suggested that the teaching quality feedback questionnaire which is administered to the students at the end of each semester should be revised as / if needed.

Dr. Rani P L, Advisor to IQAC, suggested that a note of thanks should be sent to all the external outgoing IQAC team members.



Dr. S Venketesh, Associate Professor, Biosciences, enquired that when a student from a different institution shows interest in undertaking internship in our institute, where this activity can be shown in NAAC metrics. The IQAC team explained that this can be shown as a collaboration.

Dr. Muralikrishna Molli, Assistant Professor, Physics, brought to the attention of the IQAC chairman that the present CAS form for faculty promotion does not give weightage to participation in FDPs. IQAC Chairman assured that he would have a relook and make changes in the form accordingly.

IQAC chairman stated that Deans should not be only part of criterion 7 but they should be part of the reviewing team.

He also stated that the Institute should consider students taking up internships with the Institute.

IQAC chairman informed the members that the final list of the IQAC constitution will be communicated by the Registrar.

The IQAC Coordinator thanked everyone for their presence, and all support, and brought the meeting to a close with a prayer.

*Srinivas Rajan*

**COORDINATOR**  
Internal Quality Assurance Cell  
Sri Sathya Sai Institute of Higher Learning  
(Deemed to be University)  
Vidyagiri, Prasanthi Nilayam  
Sri Sathya Sai District, A.P. - 515134  
India

*B. Raghavendra Prasad*

**VICE CHANCELLOR**  
Sri Sathya Sai Institute of Higher Learning  
(Deemed to be University)  
Vidyagiri, Prasanthi Nilayam  
Sri Sathya Sai District, A.P. - 515 134  
India

Signature and Seal of IQAC Coordinator  
Dr. Srinivas Srirangarajan  
Associate Professor of DMC &  
Coordinator, IQAC

Signature and Seal of IQAC Chairman  
Prof. B Raghavendra Prasad  
Vice- Chancellor &  
Chairman, IQAC

Annexure 1- Roles and responsibilities of NAAC Steering Committee Members

## **Annexure 1**

### **Steering Teams for the seven NAAC Assessment Criteria**

### **Roles and Responsibilities**

**Note:** This is an evolving document. It may undergo revisions as we move along.

The champions of all the seven NAAC steering teams will report to the IQAC coordinator.

The IQAC coordinator will coordinate the activities of the seven steering teams and will enable the integration across the teams.

1. To have a thorough understanding of their NAAC criterion, its KPIs and the corresponding metrics.
2. To prepare a detailed checklist of “To do items” for the entire year 2023-2024, based on the metrics, for every position in the University, namely: student, doctoral research scholar, faculty member, AHoD, HoD, Dean, Warden, Director, Registrar, COE and the Vice Chancellor. This will help all to be proactive and prepared to achieve the required targets across the academic year.
3. The detailed checklist to be submitted to the IQAC coordinator for approval from the University administration (target – July 2023).

**To be able to accomplish the above, the teams under the leadership of their champions, need:**

4. To understand the benchmarks set for each of the metrics in their criteria.
5. To evaluate the current level of performance of all departments and offices of our University and compare with the above set benchmark.
6. To identify the ‘gap’ and communicate the same to IQAC coordinator and pass on the information to all concerned – for appropriate action.
7. To follow up with all concerned across the University and ensure appropriate action is taken to bridge the identified gaps over the academic year.
8. Wherever required, to come up with new innovative ideas and suggestions to further bridge the identified gap.
9. To present these ideas and suggestions, through the IQAC Coordinator, to the University administration for approval.

10. Once approved and communicated by the IQAC coordinator, to ensure implementation at all levels across the University and do a constant follow-up of performance on these areas across the academic year.
11. To conduct a fortnightly review of where we stand in comparison to the set benchmarks and make necessary interventions wherever required or else continue the existing efforts.
12. To prepare a **Monthly Dashboard** on the performance of all the metrics in their criteria and submit to the IQAC coordinator for further submission to the University administration.
13. To hand hold and guide every faculty member in the University, if and when required, on matters relating to their NAAC criterion.
14. In case of any deviation, underperformance or lapse of performance, to bring to the notice of the IQAC coordinator for necessary intervention.
15. To participate in **Quarterly meetings** to discuss the performance of the quarter and set targets for the next quarter.
16. To **remain updated** of any changes in rules and regulations by NAAC, pertaining to their criterion. The IQAC team will help in this regard.
17. To get trained and become well versed in the use of UMS for upload of all data pertaining to their NAAC criterion.
18. If and when required, to hand hold and guide faculty members in the University, on use of UMS for data upload pertaining to their NAAC criterion. (Please note, formal training will be given to all faculty and staff by the CAMU team for upload of data by them)
19. To check and ensure that UMS generates reports from the uploaded data, in accordance with NAAC requirements.
20. To ensure that all data pertaining to their NAAC criterion is uploaded on UMS and available for the AQAR by April 2024.
21. To repeat all activities of the above cycle for the year 2024-2025 and thereafter.