

2nd Meeting of Centre for Internal Quality Assurance (CIQA) Committee
Minutes of Meeting

Date: 09/06/2020, Tuesday Time: 11:30am

The meeting was held on Google Meet and following members were present

- | | |
|-----------------------------|--------------|
| 1. Prof.(Dr.) Ami Upadhyay | Chair Person |
| 2. Dr. Awa Shukla | Member |
| 3. Prof.(Dr.) Nilesh Modi | Member |
| 4. Prof. P. N. Gajjar | Member |
| 5. Prof. Hitesh Raviya | Member |
| 6. Dr. Pankaj Shukla | Member |
| 7. Prof.(Dr.) Jagdish Joshi | Member |
| 8. Dr. Bhavin Trivedi | Member |
| 9. Shri Sunilbhai Shah | Member |
| 10. Shri Govindsinh Rajput | Member |
| 11. Prof.(Dr.) Manoj Shah | Coordinator |

Coordinator, CIQA welcomed all the members for the meeting and initiated the discussions.

Sr. No.	Agenda and Resolution
Agenda: 01	To get approval of minutes of CIQA Committee meeting held on 9 th January 2020
Resolution	The committee approved the Minutes of CIQA Committee Meeting held on 9 th January 2020 and endorsed the decisions taken by the members.
Agenda: 02	Revision of syllabus of following Programmes and Subjects: a. Major subjects of first year of Bachelor of Arts (BA) (Except Hindi and Public Administration) b. All the subjects of first year of Bachelor of Commerce (B.Com.) c. All the subjects of first year of Bachelor of Computer Application (BCA) d. All the subjects of first year of Bachelor of Business Administration (BBA) e. All the subjects of first year of Bachelor of Business Administration - Air Travel Management (BBAAT) f. All the subjects of first year of Master of Social Work (MSW)
Resolution	Committee has been informed about the revision of syllabus of following Programmes and Subjects and implemented in January – 2020 admission term. a. Major subjects of first year of Bachelor of Arts (BA) (Except Hindi and Public Administration) Committee has also been informed about the revision of syllabus of following Programmes and Subjects and which is to be implemented from July – 2020 admission term. b. All the subjects of first year of Bachelor of Commerce (B.Com.) c. All the subjects of first year of Bachelor of Computer Application (BCA) d. All the subjects of first year of Bachelor of Business Administration (BBA) e. All the subjects of first year of Bachelor of Business Administration - Air Travel

	<p>Management (BBAAT)</p> <p>f. All the subjects of first year of Master of Social Work (MSW)</p> <p>The committee has also been informed that the question bank of each subjects are prepared for the first time in 25 years of the University establishment. This will be useful for paper setting, to prepare Assignments and for the students to do preparation of Examination. New syllabus and Question bank are uploaded on the website so the students can study online.</p> <p>All the members and Director congratulated all the subject faculties and Hon. Director has informed that syllabus of the university is prepared according to the UGC DEB Regulation 2017. This was welcomed by all the members of the committee.</p>
Agenda: 03	<p>Matter regarding an application made to UGC-DEB for commencement of various new Programmes at University.</p> <p>School of Computer Science</p> <p>a. Master of Science – Information Technology</p> <p>School of Humanities and Social Sciences</p> <p>b. Master of Arts – Journalism & Mass Communication</p> <p>c. Bachelor of Social Work</p>
Resolution	<p>UGC-DEB invited applications from Open Universities for commencement of various new courses at University. In this regard university applied for following two Post Graduate and one Under Graduate programmes.</p> <p>School of Computer Science</p> <p>a. Master of Science – Information Technology</p> <p>School of Humanities and Social Sciences</p> <p>b. Master of Arts – Journalism & Mass Communication</p> <p>c. Bachelor of Social Work</p> <p>Committee congratulated both the schools for finalizing the programmes and initiating the process to start the same.</p>
Agenda: 04	<p>Review and approval of start of new programmes by various schools</p> <p>School of Computer Science</p> <p>a. Post Graduate Diploma in Cyber Security (PGDCS)</p> <p>b. Post Graduate Diploma in Cyber Law (PGDCL)</p> <p>c. Diploma in Multimedia and Animation (DMA)</p> <p>d. Certificate in Sound, Audio and Video Technology (CSAVT)</p> <p>School of Humanities and Social Sciences</p> <p>e. Certificate in Journalism and Mass Communication (CJMC)</p> <p>f. Diploma in Journalism and Mass Communication (DJMC)</p> <p>g. Certificate in Fashion Designing (CFD)</p> <p>h. Diploma in Fashion Designing (DFD)</p>
Resolution	<p>The committee reviewed all the courses from various aspects such as Programme Project Report, Self-Learning Material, and Evaluation Methodology according to the UGC-ODL Regulations 2017 and recommended the same for further course of actions.</p> <p>The committee also congratulated the department and concern schools and all the subject faculties for initiating the process for the same.</p>
Agenda: 05	<p>Regarding reporting the organizing Two days hands-on-workshop on Understanding of Assessment and Accreditation Process from NAAC Date: 23-24 January, 2020 by NAAC core team.</p>
Resolution	<p>The committee has been informed that to make aware about the Assessment and Accreditation Process from NAAC to all the Teaching and Non-teaching employee of the university, two days hand-on-workshop was organized by Prof. (Dr.) Nilesh Modi and Dr.</p>

	Himanshu Patel under the guidance of Hon'ble Vice Chancellor. Committee appreciated the efforts put on by the university for the process related to NAAC.
Agenda: 06	Matter regarding agreement with Commonwealth Educational Media Center for Asia (CEMCA), to support Dr. Babasaheb Ambedkar Open University, Ahmedabad for mentoring for the Assessment and Accreditation process by NAAC
Resolution	<p>The committee has been informed that University signed an agreement with Commonwealth Educational Media Center for Asia (CEMCA) to get the support related to mentoring from the experts for the Assessment and Accreditation process by NAAC.</p> <p>Under which BAOU will carry out:</p> <ul style="list-style-type: none"> ▪ Liaise with the CEMCA's Resource Person for finalising the NAAC document for BAOU; ▪ Provide access to the documents relevant for NAAC Accreditation; ▪ Provide assistance in development of a Comprehensive Plan for NAAC Assessment and Accreditation of BAOU; ▪ Depute a Professor as the contact point to CEMCA and co-ordinate with the Resource Person on the listed activities. ▪ Prepare and submit a comprehensive report to CEMCA on achievement and status of the readiness for NAAC Accreditation. <p>CEMCA shall be responsible to:</p> <ul style="list-style-type: none"> ▪ Provide expertise support as listed in the statement of the work; ▪ Identify and provide a Resource Person to assess strengths and weaknesses of BAOU, mentor BAOU Team for Assessment and Accreditation process and finalise the NAAC Accreditation documents for BAOU. <p>Committee welcomed the initiatives carried out by the university in the direction of Assessment and Accreditation process.</p>
Agenda: 07	Regarding Three days hands-on discussion sessions with the NAAC Core Team, Members of CIQA and Teaching – Non Teaching Staff of the University during 26-02-2020 to 28-02-2020, under the mentorship of Prof. (Dr.) V. Venkaiah, Senior Consultant for Quality Assurance, CEMCA, New Delhi at University premises.
Resolution	<p>The committee has been informed that Three days hands-on discussion session with the NAAC Core Team, Members of CIQA and Teaching – Non Teaching Staff of the University was organized during 26-02-2020 to 28-02-2020, under the mentorship of Prof. (Dr.) V. Venkaiah, Senior Consultant for Quality Assurance, CEMCA, New Delhi at University premises. During these three days following points were discussed:</p> <ul style="list-style-type: none"> ▪ Methodology, Approach, Process of Mentoring etc. ▪ Quality Issues, Perspectives and Strategies ▪ Assessment framework for Open Universities ▪ Quantitative Metrics of Criteria-I Curricular Aspects ▪ Quantitative Metrics of Criteria-II Teaching Learning Evaluation ▪ Qualitative Metrics of Criteria-I Curricular Aspects and ▪ Qualitative Metrics of Criteria-II Teaching Learning Evaluation ▪ Review of Documents of Criteria-I and II with Core team and CIQA members ▪ Discussion on SSR preparation "Curricular Aspects and Teaching-Learning Evaluation"
Agenda: 08	Regarding Virtual National Conference on Dr. Babasaheb Ambedkar's Life, Thought and Social Harmony on dated Apr 14, 2020 10:30 AM onwards
Resolution	Dr. Babasaheb Ambedkar Open University has been following a rich tradition in the form of celebrating "Ambedkar Jayanti" on 14 th April by organizing National or International Conference on various topics complementing to the thoughts of Ambedkarji with a view to pay homage to the Bharat Ratna Dr. Bhimrao Ramji Ambedkar, India's first law and justice minister, the major architect of the Constitution of India.

	In the wake of spreading of Corona Virus (COVID-19), the university, following the safety measures laid down by Government of India, would not be able to organize any of these kinds of events at the university campus. However, the university, being well equipped with ICT, would not give up the opportunity and even amid the pandemic situation; the university had decided to host an effective remote conference. The university organizing committee had tremendously worked to realize this virtual conference which undoubtedly had been proven valuable and engaging for both the presenters and attendees. The committee congratulated Hon'ble Vice Chancellor and the entire team of Dr. Babasaheb Ambedkar Open University for such a nice initiative.
Agenda: 09	Induction Programme and Counseling of the students of all the courses, online lectures and guidance through various virtual platforms such as Zoom and Google Meet during lockdown in COVID-19 Pandemic Situation.
Resolution	<p>It has been informed to the committee members that due to COVID-19 Pandemic Situation, during lockdown university started induction programmes, counseling of the students of all the courses, online lectures and guidance through various virtual platforms such as Zoom and Google Meet.</p> <p>Orientation programme for learners of all programmes was organized on 11/04/2020.</p> <p>Orientation programme for learners of CCC-BAOU programme was organized on 12/04/2020.</p> <p>During Dt.20/04/2020 to Dt.02/05/2020 and Dt.21/05/2020 to Dt. 30/05/2020 the sessions were conducted through Zoom Platform and around 192 sessions were conducted.</p> <p>During Dt. 07/05/2020 to Dt. 16/05/2020 the sessions were conducted through Google Meet Platform and around 234 sessions were conducted.</p> <p>The committee also suggested continuing the online lecture/counseling session, so that students can learn during the COVID-19 pandemic situation.</p>
Agenda: 10	Inviting Students' assignments through email or on portal during lockdown.
Resolution	The committee was informed that last date of submission of assignments was 30 th April, 2020 but due to lockdown study centers were closed and students were not able to submit the assignments at Study Centre, so university authority took decision to allow students to submit the assignments through email as well as online mode, for submitting the assignments online tool was developed by the computer department and process of submission of assignment is running smoothly. The committee appreciated the department and welcomed university's effort for setting up the new and innovative way of solving the students' problems.
Agenda: 11	Regarding setting up of new YouTube channel "BAOUGujarat" of the university to make live coverage of various programs of the university and Telegram Channel "BAOUGujarat" to broadcast various information to the students.
Resolution	The committee was informed that to make live coverage of various programs of the university as well as to provide various information to the students, the studio department has set up a new YouTube channel "BAOU Gujarat" and Telegram Channel "BAOUGujarat" of the university, also informed that the events are now live telecasted both on Facebook Page and YouTube channel of the university.
Agenda: 12	Setting up of programme wise YouTube Channel, Telegram Channel and Facebook Page.
Resolution	The committee has been informed that getting inspired by the inputs from Hon'ble Vice Chancellor, under the guidance of studio team subject wise YouTube Channel and Facebook Page of all the programmes have been created and computer department has created telegram channel for all the programme offered by the university and concern faculty are assigned admin role for managing the channel. Thus University has made positive use of social media to reach out to the students of last mile.

Agenda: 13	Uploading the videos recorded for BCA Programme on YouTube Channel
Resolution	The committee has been informed that School of Computer Science in coordination with Vocational Professional Department has completed the recording of video lectures of all the courses of BCA programme by following the SWAYAM Guideline and they are ready to be uploaded on YouTube Channel of BCA The committee welcomed the efforts put on by the School and Department and advised to use all the videos in a more efficient manners for the betterment of the students.
Agenda: 14	Uploading the Self-Learning Materials of all the courses of all the programmes on University Website
Resolution	The thought has been put on the floor that, In the midst of the current COVID-19 epidemic, the study material prepared by different schools of the University should be made available to the students of the university specifically remote and rural areas. The committee welcomed the idea and congratulated the team.
Agenda: 15	Implementing UGC rule of allowing students to take admissions in Two different Programmes at a time from our university.
Resolution	The committee has been informed that there is a provision of allowing students to take admissions in Two different Programmes at a time, it should be promoted widely and the benefit for the same should be given to the students.
Agenda: 16	The UGC (Credit Framework for Online Courses through SWAYAM) Regulation 2016 enables students to earn credits for SWAYAM Courses. In this regard availing the MOOCs based courses available on SWAYAM Portal to the Students as per the UGC Regulations.
Resolution	The UGC (Credit Framework for Online Courses through SWAYAM) Regulation 2016 enables students to earn credits for SWAYAM Courses. In this regard university has decided to avail the list of MOOCs based courses available on SWAYAM Portal to the Students as per the UGC Regulations.
Agenda: 17	Regarding organizing Convocation – 2020 through virtual platform
Resolution	The committee has been informed that, In the midst of the current COVID-19 epidemic, the Convocation – 2020 is planned to be organized on a Virtual Platform through Cisco Webex. All the dignitaries will be invited on this platform and students will be able to attend the Convocation live by registering through the specified link, also the event will be live telecasted on VANDE Gujarat Channel – 16 and official Facebook Page and YouTube Channel of the University.
Agenda: 18	Regarding the status of Assessment and Accreditation of University through NAAC
Resolution	The university has setup NAAC Core Team to expedite the process of Assessment and Accreditation through NAAC. Under which the committee started preparing various documents of University Profile, SSR Documents and various policy documents such as OER Policy, TEL Policy, IT Policy, Consultancy Policy etc. which have been sent for review and suggestions. NAAC team started working on Qualitative Metrics of Criteria 1 Curricular Aspects and Criteria 2 Teaching-Learning Evaluation.
Agenda: 19	Regarding approving the minutes of meeting of the "Special Examination Committee" formed to review the planning of the examination to be held in July 2020 in view of the COVID-19 Pandemic.
Resolution	A "Special Examination Committee" has been constituted to review the examination to be held in July 2020 keeping in view the guidelines of the University Grants Commission as well as the guidelines of the Education Department of the Government of Gujarat regarding the planning of examinations in the midst of the COVID-19 Pandemic. Among them are Prof. (Dr.) Nilesh Modi, Director (I/c.) Examinations, Mr. Bhavikbhai Barot (Member, Board of Management), Prof. (Dr.) Manoj Shah, Dr. Awa Shukla, Dr. Maheshprasad Trivedi, Dr. Nigam Pandya, Dr. Priyanki Vyas, Dr. Jayshree Gurjar, Dr. Dhaval Pandya, Dr. Paresh Chauhan were the members of the committee.

	The minutes of the meeting of the “Special Examination Committee” held on dated 29/05/2020 was approved.
Agenda: 20	Regarding reporting the procedure for Admission of M.Phil. and Ph.D. Programmes for February - 2020
Resolution	<p>There were total 42 vacancies in M.Phil., And Ph.D. Programmes. Entrance examination was held on dated 01/03/2020, Out of the total applications received 72 students got eligible after entrance examination.</p> <p>According to the school</p> <p>School of Commerce and Management – Total eligible candidates 12 for Ph.D.</p> <p>School of Humanities and Social Sciences – Total eligible candidates 50 (8 for M.Phil. and 42 for Ph.D.)</p> <p>School of Computer Science – Total eligible candidates 08 (1 for M.Phil. and 07 for Ph.D.)</p> <p>Research and Development Committee meeting for presentation will be held during 22/06/2020 to 26/06/2020 through virtual platform and if there will be fewer students and local ones, the presentation will be held at the university campus.</p> <p>Eligible candidate will then be admitted.</p>
Agenda: 21	Regarding informing various events organized by various departments of the University.
Resolution	<p>The committee was informed that pre COVID-19 scenario various events were organized at university premises and during pandemic various events/webinars were organized on virtual platform. The list for the same is attached in annexure.</p> <p>Committee congratulated team BAOU for initiating new and innovative events.</p>
Agenda: 22	Regarding reforming of Vision and Mission of the University looking at the various aspects of the services to the society.
Resolution	<p>Hon’ble Vice Chancellor put the proposal of reforming the Vision and Mission statement of the University looking at the various aspects of the services to the society at a large. The task relating to draft Vision and Mission statements was assigned to the Directors of the University which was put before committee. After thorough discussion on the same “Mission and Vision” Statement was finalized which was approved by the committee.</p>

List of Events organized during January-2020 to May - 2020

Date	Name of Event
30-May-2020	Webinar on "Coming of the age: Self-Reliant India through Innovation "नवोन्मेष से आत्मनिर्भर भारत" "
10-Apr-2020 to 16-Apr-2020	नारी सप्तक श्रृंखला - Women's Heptastich Lecture Series
07-May-2020	Webinar on "Literature and Movies: Sources of Education"
25-Apr-2020	Webinar on "Maintaining Physical and Mental Wellness in "Lockdown"
23-Apr-2020	Webinar Lecture Series on Technology, Innovation and Entrepreneurship: the way ahead for New India
14-Apr-2020	Virtual National Conference on "Bharat Ratna Dr. Babasaheb Ambedkarji's Life, Thoughts and Social Harmony"
12-Apr-2020	Admission Orientation Programme for CCC-BAOU Programme
11-Apr-2020	Admission Orientation Programme - BAOU
01-Apr-2020	Distributed the groceries to the Class-4 employees like sweepers, peons and security personnel.
28-Mar-2020	Hon'ble Vice Chancellor, Prof. Dr. Ami Upadhyay has been nominated as a member of AIU - Association of Indian Universities on the basis of Co-option by AIU Governing Council.
19-Mar-2020	એફસ્ટેન્શન એક્ટીવીટી સેલ દ્વારા ગાંધીનગર જીલ્લાના જાસપુર અને દંતાલી ગામમાં કોરોના વાઈરસ જાગૃતિ કાર્યક્રમ આયોજિત કરવામાં આવ્યો.
11-Mar-2020	National Seminar on "वर्तमान संदर्भ में स्त्री की भूमिका और योगदान: नारीत्व की बदलती परिभाषा" परिभाषा"
06-Mar-2020	Dr. Babasaheb Ambedkar Open University's Women's Development Cell held a talk on 'Indian Constitution and Women Empowerment'
01-Mar-2020	'Workshop on Drama & Dance'
01-Mar-2020	'Tej Trusha – Season 2 (Sports Event)'
26-Feb-2020 to 28-Feb-2020	Workshop on "Quality Assurance System in Higher Education: Concept, Process and Perspectives"
13-Feb-2020	In order to promote cooperation and the advancement of Academic, Research and Educational Exchanges between the Dr. Babasaheb Ambedkar Open University (BAOU), Ahmedabad and Vardhman Mahaveer Open University (VMOU), Kota, MoU has been signed between the two universities.
07-Feb-2020 to 08-Feb-2020	A two-day International Conference organized by Dr. Babasaheb Ambedkar Open University, on "Media, Culture and Development: Issues and Perspectives"
31-Jan-2020	Programme on "Ek Bharat Shreshta Bharat" "એક ભારત શ્રેષ્ઠ ભારત" પ્રોગ્રામ
30-Jan-2020	Celebration of "Martyr Day" શહીદ દવિસ ઉજવણી
29-Jan-2020	Dr. Babasaheb Ambedkar Open University hosted a motivational drama 'Bharat Bhagya Vidhata' in Kashyap Auditorium
16-Jan-2020 to 31-Jan-2020	Celebration of 'સ્વચ્છતા પખવાડા - 2020'
26-Jan-2020	Celebration of 71st Republic Day
23-Jan-2020 24-Jan-2020	Two days hands-on-workshop on "Understanding of Assessment and Accreditation Process from NAAC"