



7

6

Dr. B. R. AMBEDKAR OPEN UNIVERSITY
Prof. G. Ram Reddy Marg, Jubilee Hills, Hyderabad-500033

Prof. G. Ram Reddy Research Academy of Distance Education (GRADE)
&
Centre for Internal Quality Assurance (CIQA)

Prof. P. Madhusudhana Reddy
Director

Ph. No. 040-23680340
040-23548883

Lr. No. /Dr.BRAOU/GRADE&CIQA/2021-22

26th August 2021

CIRCULAR

Sir/Madam,

As per the direction of the honorable Vice-Chancellor, a meeting is convened with the following members in Seminar Hall, GRADE & CIQA Branch on 1st September 2021 at 11.00 a.m. The Vice-Chancellor will preside over the meeting.

1. Director, Academic
2. Dean, Faculty of Social Sciences
3. Dean, Faculty of Commerce
4. Dean, Faculty of Sciences
5. Dean, Faculty of Arts
6. Director, Student Services
7. Controller of Examinations
8. Incharge, Skill Development
9. Dr. Lakshmi, Department of Political Science
10. Dr. Pallavi Kabde, Department of Public Administration
11. Dr. Srinivas, Department of Zoology
12. Director, GRADE & CIQA
13. Registrar, Dr. BRAOU
14. Dr. P. Venu Gopal Reddy, Public Relations Officer
15. D. Vasanth Rao, Computer Centre I/c
16. Dr. (Smt.) D. Udayani, Producer

The Agenda of the meeting is:

1. Create initiation on Criterion I & II of NAAC Accreditation
2. Develop on various institutional policies
3. Develop on profile of each branch
4. Upload CVs of all the teachers

All are requested to attend and share your thoughts.

With regards,


Director

Copy to : Secretary to Vice-Chancellor

Minutes of the Second meeting of Internal Members of NAAC held on 01-09-2021 at 11.00 a.m. in Seminar Hall, GRADE & CIQA Building, Dr. BRAOU

Members Present

1. Prof. K. Seetharama Rao, Vice-Chancellor
2. Prof. E. Sudha Rani, Director (Academic)
3. Prof. Ghanta Chakrapani, Dean, Faculty of Social Sciences
4. Prof. Anand Pawar, Dean, Faculty of Commerce
5. Prof. Ghanta Pushpa Chakrapani, Dean, Faculty of Sciences
6. Prof. Shakeela Khannam, Dean, Faculty of Arts
7. Dr. Banoth Lal, Director (Student Services)
8. Dr. A. Venkat Ram Narasimha Reddy, Controller of Examinations
9. Dr. Rabindranath Solomon, Officer I/c CSD&CP
10. Dr. Lakshmi, Department of Political Sciences
11. Dr. Pallavi Kabde, Department of Public Administration
12. Dr. P. Srinivas, Academic Associate, Department of Zoology
13. Prof. P. Madhusudhana Reddy, Director GRADE & CIQA

The Agenda of the meeting is:

1. Create initiation on Criterion I & II of NAAC Accreditation
2. Develop on various institutional policies
3. Develop on profile of each branch
4. Upload CVs of all the teachers

At the outset, the Director, GRADE-CIQA, Prof. P. Madhusudhana Reddy welcomed all the participants and briefed the agenda of the meeting.

The Hon'ble Vice-Chancellor, Prof. K. Seetharama Rao welcomed the members and congratulated the Director, GRADE-CIQA for the successful completion of Workshop-I in a blended mode.

The Vice-Chancellor urged all the members to start the work on Criterion-I and II immediately as the target for SSR preparation is set on 31st March 2022. He suggested the following work to be done in the stipulated time:

- Collection of data relating to Criterion-I and II
- Documents relating to Criterion-I and II
- Validating the Data of Criterion-I and II
- Include Criterion-I and II in the report
- Uploading Criterion-I and II in the University Website/portal.



He emphasized the purpose of the present meeting is to review initiatives already taken by the University and initiatives to be taken for NAAC accreditation.

Discussions Agenda-wise

1. Create initiation on Criterion I & II of NAAC Accreditation

- 1.1. Prof. P. Madhusudhana Reddy, Director GRADE-CIQA suggested one Senior Teacher should be appointed for each criterion.
- 1.2. After through discussion by the members, it was decided that the following members would constitute Criterion-I team:
 - Director (Academic)
 - Deans of all the Faculties
 - Technical Team as special invitees
 - Working Team members
- 1.3. Criterion-II
 - Director (Academic)
 - Director (Student Services)
 - Officer I/c (AVRPC)
 - Officer I/c (Material Production)
 - Controller of Examinations
 - Technical Team as special invitees
 - Working Team members
- 1.4. Suggestions
 - Learners' Satisfaction Survey Meta Data to be collected pertaining to 2017-2002
 - Identify Stratified and Diversified Data which cover 80% rural and 20% urban learners
 - A through and inclusive data as per above need to developed
 - Sharing video-recording of W-I to all the faculty members to be carried out by AVPRC
 - Each team Chairperson should develop Worksheet and Time-schedule to carry out NAAC work.

2. Development of various Institutional Policies

- 22 Policies were listed by Prof. V. Venkaiah out of which one one i.e. OER Policy is in place
- References to policies of other universities such as IGNOU, New Delhi
- Assigning preparation of each policy to one Senior Faculty member
- Finally, one day brains forming session/workshop to be conducted with identified external experts

3. Development of Profile of each Branch

- It was suggested that each Branch of the University to develop a profile with respect to contribution for the past 40 years in general and recent 5 years in particular.
- It was also suggested to appoint a Data Analyst in Computer Centre and Controller of Examinations for assistance on analyzing Mata-data.
- Suggested a Nodal Officer in Administration Branch for co-ordination of NAAC related work.
- Suggested setting of Board of Studies and revival of other Academic Committees which existed earlier.

4. Uploading CVs of all the Teachers

- As per the Template developed by the Director (Academic) all the teachers including Academic Associates need to send a detailed CV both in hard and soft copy to the Director, GRADE-CIQA and I/c Computer Centre.

The meeting ended with a 'Vote of Thanks' by the Director, GRADE-CIQA.


**DIRECTOR
GRADE & CIQA**

**DIRECTOR
GRADE & CIQA
Hyderabad**