

MINUTES of the 2nd Joint Meeting of IQAC and Steering Committee***10th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT******8th Meeting of Steering Committee***

The second joint meeting of IQAC and Steering Committee was held at Board Room, Central Administrative Building, CHARUSAT, Changa on April 25, 2017 at 02:00 p.m. in presence of the following members:

Sr. No.	<u>Executives</u>	<u>IQAC involvement at CHARUSAT</u>
1.	Dr. B G Patel, Provost	Chairperson
2.	Mr. Harish Desai	Deputy Registrar
3.	Mr. Ashok Patel	Advisor
4.	Prof. Amit Ganatra	Dean, Faculty of Technology and Engineering
5.	Dr. A.D. Patel	Principal CSPIT
6.	Prof. A V Thomas	Professor, Department of Civil Engineering
7.	Dr. R V Upadhyay	Dean, Faculty of Applied Sciences
8.	Dr. Govind Dave	Dean, Faculty of Management Studies
9.	Dr. Atul Patel	Principal, CMPICA
10.	Dr. M Balaganapathy	Principal, ARIP
11.	Dr. Anil Sharma	Principal, MTIN
12.	Dr. Darshan Patel	Coordinator, CIPS
13.	Dr. Vijay Parmar	Associate Professor, RPCP
14.	Dr. Naresh Ved	Former V.C., Bhavnagar University
15.	Prof. S J Bhatt	Former HoD, PG Department of Mathematics, SP University
16.	Mr. Vivek Brahmabhatt	Student
17.	Mr. Keyur patel	Student
18.	Dr. Anuradha Gajjar	Member Secretary, IQAC
19.	Dr. Mayur Sutaria	Deputy Coordinator, IQAC
<i>Following members could not attend the meeting due to other assignments</i>		
1.	Mr. Devang Joshi	Registrar
2.	Prof. H. J. Jani	Advisor
3.	Prof. R.M. Patel	Advisor
4.	Shri. H T Patel	BOM Member
5.	Dr. Mahesh G. Patel	CEO, Champion Paints
6.	Mr. Ankit Gandhi	Alumnus

Agenda

- 1. Confirmation and Approval of the minutes of the 1st joint meeting of the Steering Committee and IQAC, held on September 21, 2016**
- 2. Quality Indicator Framework (QIF) Discussion- A Pilot Study.**
- 3. Deliberation on Academic and Administrative Audit (AAA).**
- 4. Continuous Review of Academic and Administrative Procedures by Steering Committee.**
- 5. Annual Quality Assurance Report (AQAR) Preparation.**
- 6. Other Items with Permission of the Chair.**

Initiation |

Dr. B G Patel, Chairperson welcomed all the members, and took-up the following agenda items.

Agenda Item No.1 | Confirmation and Approval of the minutes of the 1st joint meeting of the Steering Committee and IQAC, held on September 21, 2016

Proceedings

The minutes of the 1st Joint Meeting of Steering and IQAC Committee were circulated to all the committee members. This is 7th meeting of Steering Committee and 9th meeting of IQAC. Suggestions received from the members were incorporated in the minutes.

Resolution

The minutes of the 1st Joint Meeting of Steering and IQAC Committee were approved by the Committee. It is enclosed as **Annexure 1**.

Agenda Item No. 2 | Quality Indicator Framework (QIF) Discussion- A Pilot Study

Proceedings

Member Secretary briefed that the National Assessment and Accreditation Council (NAAC) is in the process of revision of the assessment methodology. In this respect, a Quality Indicator Framework (QIF) has been designed for Higher Education Institutions (HEI's). She mentioned that as a part of pilot study, NAAC requested to fill the QIF data and provide the feedback on the process.

Member Secretary mentioned that CHARUSAT had already submitted QIF data to NAAC.

Resolution

Member Secretary presented QIF data (criteria-wise) during the meeting and following recommendations/suggestions were given by members:

- Implementation of recommendations/ suggestions given in NAAC Peer Team report.
- Bringing out lecture notes as resource material.
- Library of video lecture can be developed. CDs/DVDs of free lectures can be maintained.
- Introduce Inter-disciplinary and Meta-disciplinary programs like Yoga and Physiotherapy.
- Brainstorming workshops on benchmarking of academic processes can be conducted.
- Initiatives need to be taken to get international students.
- Enhance revenue generated through active and live collaborations.
- Enhance Industry funded projects.
- Industry support in laboratory development needs to be accounted while reporting.
- Similarly, Software support received from the industry needs to be accounted while reporting (like Firewall and Sophos).

Agenda Item No. 3 | Deliberations on Academic and Administrative Audit (AAA).

Proceedings

Member Secretary shared the experience and observations noted during mid-term Academic and Administrative Audit (AAA) of constituent institutes of CHARUSAT. She presented the proposed schedule to take up end-term Academic and Administrative Audit at the University, where external experts will be part of the audit team. End-term Academic and Administrative Audit will be carried out in June second half and/or July first half.

She mentioned that the draft of the Academic and Administrative Audit (AAA) report (format) was circulated in the previous (8th) meeting of the IQAC. All constituent institutes are requested to keep the report ready with duly filled information.

Resolution

The committee expressed satisfaction about the activities.

Agenda Item No. 4 | Continuous Review of Academic and Administrative Procedures by Steering Committee

Proceedings

Quality improvement is a continuous process. To strengthen the academic and administrative processes at CHARUSAT, Chairperson suggested to form criteria-wise (including sub-criteria-wise, if required) teams of steering committee members.

It will be the responsibility of the team to suggest methodologies and to chart down activities/ programs to enhance performance of University in the assigned criteria.

Resolution

Criteria-wise major activities and associated team members (including conveners) are presented in **Annexure 2**. The teams are requested to take up the tasks assigned to them and submit a report to the Chairperson (Provost sir) latest by 31st July 2017.

Agenda Item No. 5 | Annual Quality Assurance Report (AQAR) Preparation

Proceedings

Dr. Mayur Sutaria mentioned that NAAC peer team visited CHARUSAT campus during April 27-30, 2016 and subsequently result was announced in May 2016. CHARUSAT needs to prepare the Annual Quality Assurance Report (AQAR) for the duration from July 01, 2016 to June 30, 2017. He mentioned that data related to publications and activities/ achievements of faculty members activities will be taken directly from Centralized Data Base system (CDB) which is linked with e-governance system. A meeting with IQAC Institute Coordinators will be arranged to get other data, specifically related to constituent institutes.

Resolution

The committee expressed satisfaction and made suggestions on preparation of AQAR.

Agenda Item No. 6 | Other Items with Permission of the Chair

a. Workshop on Outcome Based Education.

b. Report on NAAC sponsored National Conference on “Quest for Excellence in Teaching, Learning and Evaluation”.

Proceedings

Member Secretary mentioned that IQAC has got approval for conducting workshops on Outcome Based Education (OBE). These workshops will be organized in two parts. The first part of the workshop will address basic concepts of OBE and will involve all faculty members of CHARUSAT. This could be done for a two days with resource persons from renowned education and technical institutes. Thereafter, in the second part, each institute/ department can have hands-on workshops for their respective faculty members on four consecutive first Saturdays, wherein experts from their specific fields could train faculty members in various aspects of OBE.

Later, Member Secretary orally presented report of NAAC sponsored National Conference on “Quest for Excellence in Teaching, Learning and Evaluation” organized by IQAC-CHARUSAT, during February 22-23, 2017. She mentioned that more than 200 delegates participated in the conference including the resource persons, leading to fruitful discussions. The event witnessed 32 oral presentations and 50 poster presentations in nine sessions.

Resolution

The committee expressed satisfaction about the initiatives taken and made following suggestions:

- Circulation of Proceeding of NAAC sponsored conference proceeding to all IQAC members for reference.
- Workshop on OBE can be arranged for selected faculty members (Members of IQAC - Institute) and evaluation should be carried out at the end of the workshop to assess the learning achieved.
- IQAC can arrange open house for staff members and students.
- Status of Suggestion box, Problem box and Idea box to be reviewed.
- Center of Excellence (CoE) on magnetic fluid can be developed at PDPIAS



Dr. Anuradha Gajjar,
Member Secretary & Coordinator – IQAC
CHARUSAT



Dr. B G Patel,
Chairperson - IQAC
CHARUSAT

Date: April 25, 2017