

**MINUTES of the 11th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT**

A meeting of IQAC was held at Board Room (Room No. 102), Central Administrative Building, CHARUSAT, Changa on December 22, 2017 at 02:30 p.m. in presence of the following members:

| <b>Sr. No.</b>   | <b><u>Executives</u></b> | <b><u>IQAC involvement at CHARUSAT</u></b>              |
|--|--------------------------|---|
| 1.   | Dr. B G Patel, Provost   | Chairperson   |
| 2.   | Mr. Devang Joshi         | Registrar   |
| 3.   | Mr. Harish Desai         | Deputy Registrar  |
| 4.   | Mr. Ashok Patel          | Advisor   |
| 5.   | Prof. H. J. Jani         | Advisor   |
| 6.   | Prof. R.M. Patel         | Advisor   |
| 7.   | Prof. Amit Ganatra       | Dean, Faculty of Technology and Engineering             |
| 8.   | Dr. A.D. Patel           | Principal CSPIT   |
| 9.   | Dr. R V Upadhyay         | Dean, Faculty of Applied Sciences                       |
| 10.  | Dr. Govind Dave          | Dean, Faculty of Management Studies                     |
| 11.  | Dr. Atul Patel           | Principal, CMPICA                                       |
| 12.  | Dr. M Balaganapathy      | Principal, ARIP   |
| 13.  | Dr. Anil Sharma          | Principal, MTIN   |
| 14.  | Dr. Darshan Patel        | Principal, CIPS   |
| 15.  | Dr. Vijay Parmar         | Associate Professor, RPCP                               |
| 16.  | Dr. Naresh Ved           | Former V.C., Bhavnagar University                       |
| 17.  | Prof. S J Bhatt          | Former HoD, PG Department of Mathematics, SP University |
| 18.  | Mr. Vivek Brahmabhatt    | Student   |
| 19.  | Mr. Keyur patel          | Student   |
| 20.  | Dr. Anuradha Gajjar      | Member Secretary, IQAC                                  |
| 21.  | Dr. Mayur Sutaria        | Deputy Coordinator, IQAC                                |
| <i>Following members could not attended the meeting due to other assignments</i> |                          |   |
| 1.   | Shri. H T Patel          | BOM Member  |
| 2.   | Dr. Mahesh G. Patel      | CEO, Champion Paints                                    |
| 3.   | Mr. Ankit Gandhi         | Alumnus   |

**Agenda**

- 1. Confirmation and approval of minutes of 10th IQAC and 2nd Joint meeting with Steering Committee, held on April 25, 2017.**
- 2. Preparation and Submission of AQAR.**
- 3. Academic and Administrative Audits.**
- 4. NIRF 2018 Ranking.**
- 5. Mentoring of Research Proposal Preparation.**
- 6. Other initiatives for quality enhancement/ improvement.**
  - a. Open House for Teaching and Non-teaching staff (November 04, 2017, Saturday)**
  - b. Workshop on Outcome Based Education (OBE)**
  - c. Sharing of Revised NAAC Criteria with Faculty Members**
  - d. Review of Academic and Administrative Procedures by Steering Committee**

- i. Review of Feedback/ Survey Forms
- ii. Review of Teaching-Learning Process
- iii. Library Facilities and Usage (physical and e-resources)
- iv. Student support policies and uniform implementation across university (with respect to guest lectures, industrial visits, participation in events etc.)
- v. Implementation of OBE

#### Initiation |

Dr. B G Patel, Chairperson welcomed all the members, and declared that one more member of at least Associate Professor level will be added in IQAC team. Subsequently, following agenda items were taken for deliberation.

#### Agenda Item No.1 | Confirmation and Approval of minutes of 10th IQAC and 2nd Joint meeting with Steering Committee, held on April 25, 2017.

##### Proceedings

The minutes of the meeting were circulated to all the committee members through email and suggestions received from the members were incorporated in the minutes.

##### Resolution:

The minutes of the meeting were approved by the Committee. It is enclosed as **Annexure I**.

#### Agenda Item No. 2 | Preparation and Submission of AQAR

##### Proceedings:

Member Secretary mentioned that the AQAR has been prepared and was put forth to the Academic Council held on 22<sup>nd</sup> September, 2017. The suggestions received were incorporated in the AQAR and it was presented in the meeting for approval.

Member secretary stated that from this academic year following two best practices were being followed.

1. *E-Learning incorporated through Mobile Applications and Technical Blogs, by IT Department, CSPIT.*

This practice was initiated by Department of Information Technology in AY<sup>2016-17</sup> to facilitate 24X7 learning from anywhere. Students downloaded mobile applications from Google Playstore and appreciated the initiative. The focus is on interactive as well as active education. Course coordinators and associated faculty members provide learning material, tutorials and assignments through the mobile application.

2. *Accessibility Audit of Infrastructures @ CHARUSAT*

Accessible India Campaign (Sugamya Bharat Abhiyan) has been launched by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment as a nationwide flagship campaign for achieving universal accessibility for persons with disabilities. In line with this campaign, Ashok and Rita Patel Institute of Physiotherapy (constitute institute of CHARUSAT) team conducted accessibility audit of CHARUSAT campus and all buildings. It is an important exercise to identify barriers,

within a building and also external areas such as play spaces, car parking etc. It involved rating of existing infrastructure against given criteria for usability and accessibility for persons with disability and elderly persons. Audit reports including recommendations for modifications were prepared and submitted to the head of the institute and CHARUSAT-EOC (Equal Opportunity Cell) Chairman for further action.

Dr. Devang Joshi suggested to set AQAR goals at the beginning of academic year and year-wise mapping of AQAR report can be done for the duration of 5 years to sustain and enhance quality on the campus.

**Resolution:**

AQAR goals will be set in line to Vision 2020 document of the University. In addition, year-wise mapping will also be carried out.

The members expressed their satisfaction for the AQAR prepared & approved the same for submission to NAAC.

**Agenda Item No. 3 | Academic and Administrative Audit at CHARUSAT**

**Proceedings:**

Member Secretary stated that the first round of Academic and Administrative Audits for all constituent institutes were conducted during August 08 to 25, 2017.

Audit teams consisted of four members.

1. External expert member
2. Dr. H J Jani, Advisor
3. IQAC Coordinator/Dy. Coordinator
4. Member Coordinator (IQAC-Institute Coordinator of any other constitute institute)

The list of external experts involved in the audit process is given below:

1. Dr. Naresh Ved, Former Vice Chancellor, Bhavnagar University
2. Dr. S.J. Bhatt, S P University
3. Dr. A.R. Jani, S P University
4. Dr. Sanjay Shah, Kadi Sarva Vishwavidyalaya
5. Dr. Bipin Mehta, Ahmedabad University
6. Dr. D.S. Sharma, M S University
7. Dr. Harihara Prakash, Karamsad
8. Dr. Dayalal Patidar, Mehsana

Dr. Mayur Sutaria presented the summary of the audit reports (refer **Annexure II**). Member secretary mentioned that it was a good learning experience for all constituent institutes. This exercise will help individual institutes in Planning for their goals and be prepared for future needs.

Member secretary briefed about following observations that were noted based on interaction with constituent institute/department and among the audit team members.

1. Three hour's time slot is in-sufficient for audit of an/a institute/department (audits of two constituent institute/department were scheduled on a day).
2. Certain concepts like feedback from stakeholders, average attendance, percentage of class attended etc. need to be further clarified. In some cases, it was also observed that data was presented in number instead of percentage.
3. Revision in Academic and Administrative Audit needs to be carried out based on revised NAAC guidelines.

**Resolution:**

1. In future, full day audits will be scheduled for any institute/department. This will also facilitate interaction of faculty members and students with the Audit team.
2. Special Committees of IQAC Institute coordinators will be formed to make revisions in AAA report format in line with the revised NAAC guidelines.
3. As suggested by Chairperson, revised guidelines of NAAC will be circulated to all faculty members.

**Agenda Item No. 4 | NIRF 2018 Ranking**

**Proceedings:**

Member Secretary briefed all members that CHARUSAT has applied for overall ranking in NIRF 2018. In addition, following constitute institutes of CHARUSAT also applied for discipline specific ranking.

1. PDPIAS
2. RPCP
3. CSPIT
4. MTIN

Dr. Mayur Sutaria presented data submitted by CHARUSAT.

**Resolution:**

The committee members wish good luck for the ranking.

**Agenda Item No. 5 | Mentoring of Research Proposal Preparation**

**Proceedings:**

Research proposal mentoring and review committee has been constituted by Provost. Dr. R.M. Patel, Dr. H. J. Jani, Dr. R.V. Upadhyaya, and Dr. Anuradha Gajjar are members of the committee

Member Secretary briefed about the Mentoring of Research Proposals by IQAC. The Project proposals reviewed were prepared by faculty members of the constituent institutes of CHARUSAT.

Number of project proposals reviewed = 28

Number of project proposals submitted = 25



The Projects reviewed were submitted (after incorporation of suggestions) to the following funding agencies:

1. *EMR-CCRAS AYUSH (Central Council for Research in Ayurvedic Sciences) [1]*
2. GUJCOST- Minor Research Project (MRP) [7]
3. Public Health Foundation of India (Public Health Research Initiative Research Grant) [1]
4. DST- Extra Mural Research (EMR-SERB) [3]
5. DST- Early Career Research (ECR-SERB) [2]
6. AICTE- Research Promotion Scheme (RPS) [5]

One project of Ms. Hiteshree Shastri was approved and she conveyed her thanks to the committee.

**Resolution:**

The committee expressed satisfaction about the process and made suggestions on smooth execution of the same.

**Agenda Item No. 6 | Other initiatives for quality enhancement/ improvement**

**Proceedings:**

Detailed and elaborate discussions on following points were carried out.

- a. **Open House for Teaching and Non-teaching staff (November 04, 2017, Saturday)**  
Member Secretary informed that Open House sessions facilitating interaction with Provost sir individually for Teaching and Non-teaching staff, were organized on November 04, 2017, Saturday.
- b. **Workshop on Outcome Based Education (OBE)**  
Member Secretary informed that the workshop on “Outcome Based Education for Core Group of CHARUSAT Faculty Members” was organized during July 04-08, 2017. The report of the same was also presented.
- c. **Sharing of Revised NAAC Criteria with Faculty Members**  
Member Secretary informed that faculty members were made aware about the revised NAAC criteria by conducting individual meetings for an/a institute/department. The report of the same was also presented.
- d. **Review of Academic and Administrative Procedures by Steering Committee**
  - i. **Review of Feedback/ Survey Forms**  
Formats for feedback from stakeholders were reviewed/revised/created and are submitted to university.
  - ii. **Review of Teaching-Learning Process**  
Following aspects are under review:
    - a. Identification of slow and fast learners after admission and offering solutions
    - b. Innovations in Pedagogy

- c. Evaluation of learning outcomes
- d. Best Teacher Award
- e. ICT enhancement in examination management system

**iii. Library Facilities and Usage (physical and e-resources)**

Following aspects are under consideration:

- a. Subscription to Inflibnet, E-shodh sindhu, N-LIST, National Digital Library
- b. Library Usage (physical and e-resources)
- c. Involvement of teachers in e-pathshala, Swayam, MooCs, NPTEL, CEC etc.

**iv. Student support policies and uniform implementation across university**

Student support policies and uniform implementation across university with respect to guest lectures, industrial visits, participation in events etc.

**v. Implementation of OBE**

Following aspects are under consideration:

- a. COs and POs in syllabus booklet
- b. Framing of PEOs
- c. Feedback on curriculum and action taken

**Resolution:**

The committee wished good luck in taking up the new initiatives.

At the end, Chairperson requested the members to give further suggestions for improvement.

These are summarized below:

- Ved sir suggested that IQAC should have independent library, where publications of UGC, AIU, NAAC, Funding Agencies, Internal Quality Agencies and Higher Education Commissions reports need to be kept. It can also have Convocation addresses of the University.
- Experts suggested that each University Cell should have separate office with all facilities and record keeping. Roadmap for each Cell can be prepared.
- Recording of lectures organized by HRDC can be carried out.
- It was suggested to appoint a dedicated person to facilitate consultancies and revenue generation by faculty members.
- It was suggested to refer Institutes of Eminence (IOE) to identify important benchmarking criteria.

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

Dr. B G Patel,  
Chairperson - IQAC  
CHARUSAT

Date: December 22, 2017