

**MINUTES of the 12th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT**

12<sup>th</sup> meeting of IQAC was held at Conference room, ground floor, IIIM Building (Management), CHARUSAT, Changa on April 23, 2018 (Monday) at 2:30 pm in presence of the following members:

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

**Agenda**

- 12.1. Confirmation and approval of minutes of 11<sup>th</sup> meeting of IQAC held on December 22, 2017.
- 12.2. Actions taken on the items of the 11th IQAC meeting.
- 12.3. Revised accreditation framework for AAA.
- 12.4. Analysis of NIRF 2018.
- 12.5. Mentoring of research proposal preparation.
- 12.6. Any other items with permission of Chairperson.

**Initiation |**

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

**Agenda Item No. 12.1 | Confirmation and approval of minutes of 11<sup>th</sup> meeting of IQAC held on December 22, 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. 12.2 | Actions taken on the items of the 11<sup>th</sup> IQAC meeting****Proceedings:**

Member Secretary presented actions taken on the agenda items of the 11<sup>th</sup> IQAC meeting.

Items	Contents	Actions/Remarks
11.1	Confirmation and approval of minutes of 10 <sup>th</sup> IQAC and 2nd Joint meeting with Steering Committee, held on April 25, 2017	<ul style="list-style-type: none"> <li>The minutes were confirmed by the committee.</li> </ul>
11.2	Preparation and Submission of AQAR	<ul style="list-style-type: none"> <li>AQAR was submitted to NAAC on January 03, 2018</li> </ul>
11.3	Academic and Administrative Audits	<ul style="list-style-type: none"> <li>In line to revised NAAC guidelines, necessary revisions in AAA report format have been made and same will be presented in 12<sup>th</sup> meeting of the IQAC.</li> <li>During 11-23 December 2017, IQAC team interacted with faculty members of each institute/department to make them aware about revisions in NAAC guidelines. Revised guidelines were also circulated to faculty members.</li> </ul>
11.4	NIRF 2018 Ranking	<ul style="list-style-type: none"> <li>NIRF 2018 ranking was announced on April 03, 2018. CHARUSAT ranked in the rank band 101-150 under the category of Universities and PDPIAS ranked at 48<sup>th</sup> position in college category at all India level.</li> </ul>
11.5	Mentoring of Research Proposal Preparation	<ul style="list-style-type: none"> <li>The committee noted the information.</li> </ul>
11.6	Other initiatives for quality enhancement/ improvement	<ul style="list-style-type: none"> <li>The committee noted the information.</li> <li>Meetings with individual committees have been initiated to continuously review Academic and Administrative Procedures at CHARUSAT.</li> </ul>

**Resolution:**

Members suggested that AQAR should be submitted in July/August every year. Committee expressed their satisfaction on other actions taken.

**Agenda Item No. 12.3 | Revised accreditation framework for AAA**

**Proceedings:**

Member Secretary stated that based on inputs given by special committees of IQAC Institute coordinators, revised draft of Academic and Administrative Audit (AAA) report format has been prepared. Observations made in previous AAA and revised accreditation framework (RAF) suggested by NAAC are taken into account while preparing the revised draft.

Dr. Mayur Sutaria presented the revised draft.

**Resolution:**

Jani sir suggested to add weightage (out of 1000) in "NAAC Ref" column of the draft AAA report format file.

Members suggested that Prof. Sudhir Jain, IIT Gandhinagar can be invited to further enhance academic and administrative processes at CHARUSAT.

Committee appreciated the task undertaken.

**Agenda Item No. 12.4 | Analysis of NIRF 2018**

**Proceedings:**

Member Secretary briefed all members about NIRF ranking announced on April 03, 2018.

CHARUSAT ranked in the rank band 101-150 in the University category and in the rank band 151-200 in Overall category. PDPIAS ranked at 48<sup>th</sup> position in among all colleges in the country.

Dr. Mayur Sutaria presented the analysis of NIRF rankings for Universities and Colleges of Gujarat State.

**Resolution:**

The committee members noted the points.

**Agenda Item No. 12.5 | 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.

During the period December 23, 2017 to April 21, 2018 (since last meeting of IQAC), 5 projects worth Rs. 121.62 lakhs, were reviewed by the committee. Out of these, 2 projects, one from PDPIAS and one from CIPS, are submitted to DST for possible funding up to Rs. 19.7 lakhs.

**Resolution:**

Dr. R. V. Upadhyay suggested that screening and review (initial modifications) of proposal at department/ institute level can be initiated to minimize the load on the review committee.

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

**Agenda Item No. 12.6 | Any other item with permission from Chairperson**

**Proceedings:**

Member Secretary informed that Open House sessions facilitating interaction of students with Provost sir were organized on 6<sup>th</sup> February 2018, Tuesday. The issues raised were noted, analyzed and submitted for further action.

**Resolution:**

The committee noted the information.

At the end, Chairperson requested the members to give further suggestions for improvement. These are summarized below:

- Bhatt 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.
- Bhatt sir also emphasized to leverage ICT based library access.
- Bhatt sir exhorted to further enhance work culture by encouraging staff members who work well and motivating them so that they can put more efforts. This will set examples for others to perform well.
- Bhatt sir proposed that suggestions/ recommendations given by NAAC peer team during their on-site visit, can be taken up for discussion at an appropriate platform.

  
Member Secretary & Coordinator – IQAC  
CHARUSAT

  
Chairperson - IQAC  
CHARUSAT