

**MINUTES of the 13th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT**

13<sup>th</sup> meeting of IQAC was held at Conference room, ground floor, IIIM Building (Management), CHARUSAT, Changa on August 27, 2018 (Monday) at 2:30 pm in presence of the following members:

Sr. No.	Executives
1. Dr. Pankaj Joshi	Provost
2. Dr. B.G. Patel	Advisor
3. Dr. H.J. Jani	Advisor
4. Dr. Devang Joshi	Registrar
5. Dr. Atul Patel	Dean, FCA
6. Dr. Govind Dave	Dean, FMS
7. Dr. Amit Ganatra	Dean, FTE
8. Dr. A.D. Patel	Principal , CSPIT
9. Dr. M. Balaganapathy	Principal, ARIP
10. Dr. Anil Sharma	Principal, MTIN
11. Dr. Darshan Patel	Principal, CIPS
12. Dr. Manan Raval	Principal, RPCP
13. Dr. Naresh Ved	Former VC, Bhavnagar University
14. Dr. S.J. Bhatt	Former HoD, PG Department of Mathematics, SPU
15. Dr. Anuradha Gajjar	Professor, LMCP, Ahmedabad
16. Mr. Pranav Patel	Alumnus
17. Mr. Vivek Brahmhatt	Student
18. Dr. Mayur Sutaria	Coordinator, IQAC
19. Dr. Mrunali Patel	Deputy Coordinator, IQAC
20. Dr. Aditi Buch	Deputy Coordinator, IQAC
<i>Following members could not attended the meeting due to other assignments</i>	
1. Dr. Harish Desai	Dy. Registrar (Academics)
2. Dr. R.V. Upadhyay	Dean, FAS
3. Dr. Prabhin Sukumaran	Asst. Professor, CSPIT
4. Shri H.T. Patel	BOM Member
5. Shri Dilipbhai patel	Ricasil Industries

**Agenda**

13.1 Confirmation & approval of minutes of the 12th meeting of IQAC held on 23/04/2018.

13.2 Actions taken on the agenda items of the 12th IQAC meeting.

13.3 Revised IQAC committee composition.

13.4 Review of Physical Facility for IQAC Library.

13.5 Best Research paper award policy.

13.6 Introspecting the policies required for the functioning of the university taking into account existing policies.

13.7 Facilitating & Encouraging Research

13.8 Any other items with permission from the chairperson.

#### Initiation |

Dr. Pankaj S. Joshi, Chairperson welcomed all the members and took-up following agenda items.

#### Agenda Item No. 13.1 | Confirmation and approval of minutes of 12th meeting of IQAC held on April 23, 2018.

##### 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. 13.2 | Actions taken on the items of the 12th IQAC meeting

##### Proceedings:

Member Secretary presented actions taken on the agenda items of the 12th IQAC meeting.

Items	Contents	Actions/Remarks
12.1	Confirmation and approval of minutes of 11th meeting of IQAC held on December 22, 2017.	<ul style="list-style-type: none"> <li>The minutes were confirmed by the committee.</li> </ul>
12.2	Actions taken on the items of the 11th IQAC meeting.	<ul style="list-style-type: none"> <li>The committee noted the information.</li> </ul>
12.3	Revised accreditation framework for AAA.	<ul style="list-style-type: none"> <li>In line to revised NAAC guidelines, necessary revisions in AAA report format have been made and same are presented in 12<sup>th</sup> meeting of the IQAC.</li> <li>Revised guidelines were also circulated to faculty members.</li> <li>As suggested by Dr. H. J. Jani, weightage (out of 1000) added in AAA report format as "NAAC Ref"</li> </ul>
12.4	Analysis of NIRF 2018.	<ul style="list-style-type: none"> <li>Analysis of NIRF ranking for Universities and Colleges of Gujarat state was presented.</li> <li>The committee noted the information.</li> </ul>
12.5	Mentoring of research proposal preparation.	<ul style="list-style-type: none"> <li>The committee noted the information.</li> </ul>
12.6	Any other items with permission of Chairperson	<ul style="list-style-type: none"> <li>The report on Open House session facilitating interaction of students with Provost sir was submitted for further action.</li> <li>In line to suggestions given by the members, a dedicated library for IQAC has been taken as an agenda point in present meeting.</li> </ul>

**Resolution:**

The committee noted the information.

**Agenda Item No. 13.3 | Revised IQAC committee composition.****Proceedings:**

NAAC has revised the Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions from 2018-2019. The revised guidelines will come into effect from 1st July 2018. Member Secretary briefed the major revisions in guidelines and stated the revisions made in the composition.

**Resolution:**

The committee members noted the information.

**Agenda Item No. 13.4 | Review of Physical Facility for IQAC Library.****Proceedings:**

Member Secretary briefed all members about the importance and requirement of the IQAC library as per the suggestions given in previous IQAC meetings. He also mentioned that IQAC has more than 50 titles published by:

- Association of Indian Universities (AIU), New Delhi
- Federation of Indian Chambers of Commerce and Industries (FICCI)
- University Grant Commission (UGC), Ahmedabad
- Association of Commonwealth Universities (ACU), London

**Resolution:**

The committee members suggested to setup the library in the premises of Central library in such a way that it is accessible to everyone in the university. Also it was suggested to setup a mechanism by which the faculty members of CHARUSAT are inspired to refer the books placed in the library.

**Agenda Item No. 13.5 | Best Research paper award policy.****Proceedings:**

CHARUSAT wants to felicitate each author who published full research papers in the reputed and renowned journal. In this connection, Member Secretary proposed the revisions to be made in the existing "Best Research Paper Policy", based on inputs received from the Chairperson (Annexure 2).

**Resolution:**

The committee members suggested to circulate the proposed policy to all Principals/Deans to get discipline specific suggestions for the cash award associated with the impact factors of journal.

**Agenda Item No. 13.6 | Introspecting the policies required for the functioning of the university taking into account existing policies.****Proceedings:**

Member Secretary presented NAAC criteria-wise list of the existing and proposed policies in the university. It was being informed that Guidelines/Standard Operating Procedures (SOPs) etc. are defined by the University for the most of the proposed policies.

**Resolution:**

The committee members suggested that a written document must be provided to the IQAC by the responsible person for the policy.

**Agenda Item No. 13.7 | Facilitating & Encouraging Research.****Proceedings:**

Member Secretary invited suggestions for facilitating and encouraging research.

**Resolution:**

The committee members have given various suggestions for facilitating and encouraging research. These are summarized as follow:

- Fellowships must be provided to full time Ph.D. Scholars.
- Regular research seminars can be conducted to enhance inter and intra-institute activities.
- Efforts must be strengthened for collaborative research with other good institutes/ industries.
- Brainstorming sessions must be initiated to generate new ideas.
- Resource person must be invited from other institutes to give presentation of their thrust area of research.

**Agenda Item No. 13.8 | Any other items with permission from the chairperson****Proceedings:**

With permission of the Chairperson, Member Secretary briefed about following aspects:

- a) On-going Academic and Administrative Audits (AAA) of Constituent Academic Units and General Departments/Cells for Academic Year 2017-18.
- b) Meeting held on May 18, 2018 to review Suggestions/Recommendations given by NAAC and AAA Peer Team.
- c) NAAC update about revision in Annual Quality Assurance Report (AQAR) preparation and submission. The software is being developed at NAAC, it will be available online by end of July / August 2018 for uploading the AQAR. NAAC suggested that AQAR of the preceding academic year need to be submitted to the NAAC within six months i.e. the institutions should submit the AQAR before 31st December of every year.
- d) Criteria-wise Marks obtained by the University and participating constituent institutes in NIRF India Ranking 2018.

**Resolution:**

At the end, Chairperson invited suggestions from the members. The committee members suggested to take measures to enhance the NIRF ranking in the future.

Dr. Mayur Sutaria,  
Member Secretary & Coordinator – IQAC  
CHARUSAT

Dr. P. S. Joshi,  
Chairperson - IQAC  
CHARUSAT

Date: August 27, 2018