

MINUTES of the 14th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT

14th meeting of IQAC was held at Conference room, ground floor, IIIM Building (Management), CHARUSAT, Changa on March 26, 2019 (Tuesday) at 2:00 pm in presence of the following members:

Name	Designation
1. Dr. Pankaj Joshi	Provost
2. Dr. B.G. Patel	Advisor
3. Dr. Devang Joshi	Registrar
4. Dr. Harish Desai	Dy. Registrar (Academics)
5. Dr. R.V. Upadhyay	Dean, FAS
6. Dr. Atul Patel	Dean, FCA
7. Dr. Govind Dave	Dean, FMS
8. Dr. Amit Ganatra	Dean, FTE
9. Dr. A.D. Patel	Principal , CSPIT
10. Dr. M. Balaganapathy	Principal, ARIP
11. Dr. Anil Sharma	Principal, MTIN
12. Dr. Darshan Patel	Principal, CIPS
13. Dr. Manan Raval	Principal, RPCP
14. Dr. Prabhin Sukumaran	Asst. Professor, CSPIT
15. Dr. Naresh Ved	Former VC, Bhavnagar University
16. Dr. S.J. Bhatt	Former HoD, PG Department of Mathematics, SPU
17. Dr. Mayur Sutaria	Coordinator, IQAC
18. Dr. Mrunali Patel	Deputy Coordinator, IQAC
19. Dr. Aditi Buch	Deputy Coordinator, IQAC
<i>Following members could not attended the meeting due to other assignments</i>	
1. Dr. H.J. Jani	Advisor
2. Shri H.T. Patel	BOM Member
3. Shri Dilipbhai Patel	Ricasil Industries
4. Dr. Anuradha Gajjar	Professor, LMCP, Ahmedabad
5. Mr. Pranav Patel	Alumnus
6. Mr. Vivek Brahmhatt	Student

Agenda

- 14.1 Confirmation & approval of minutes of the 13th meeting of IQAC held on 27/08/2018.
- 14.2 Actions taken on the agenda items of the 13th IQAC meeting.
- 14.3 Analysis of Gujarat State Institutional Rating Framework (GSIRF) result.
- 14.4 Summary of Academic and Administrative Audit (AAA) for AY 2017-18.
- 14.5 Revision in PhD Regulations.
- 14.6 Facilitating & Encouraging Research activities of Students and Faculty members.
- 14.7 E-Governance initiatives undertaken.
- 14.8 Any other items with permission from the chairman.

Initiation |

Dr. Pankaj S. Joshi, Chairperson welcomed all the members to the 14th meeting of IQAC. The meeting proceeded with the agenda items:

AGENDA, PROCEEDINGS AND RESOLUTIONS:

Agenda Item No. 14.1 | Confirmation & approval of minutes of the 13th meeting of IQAC held on 27/08/2018.

Proceedings

The minutes of the meeting were circulated to all the committee members through email on 21st September 2018 and suggestions received from the members were incorporated in the minutes.

Resolution:

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

Agenda Item No. 14.2 | Actions taken on the agenda items of the 13th IQAC meeting

Proceedings:

Member Secretary presented actions taken on the agenda items of the 13th IQAC meeting.

Items	Contents	Actions/Remarks
13.1	Confirmation and approval of minutes of the 12 th meeting of IQAC held on 23/04/2018	<ul style="list-style-type: none"> The minutes were confirmed by the committee.
13.2	Actions taken on the agenda items of the 12 th IQAC meeting.	<ul style="list-style-type: none"> The committee approved the action taken on the resolutions of the last meeting.
13.3	Revised IQAC committee	<ul style="list-style-type: none"> The committee noted the information.

	composition.	
13.4	Review of Physical Facility for IQAC Library.	<ul style="list-style-type: none"> • IQAC library will be shifted to a separate room/cabin besides librarian office in central library.
13.5	Best Research paper award policy.	<ul style="list-style-type: none"> • Policy has been revised after seeking suggestions from Principals/Deans and it has been regarded as "Research Paper Award" policy. • "Research Paper Awards" bestowed to Authors of research papers published (in Scopus and Web of Science indexed journals) in calendar year 2017, during CHARUSAT Foundation Day Celebration on January 28, 2019 (Monday).
13.6	Introspecting the policies required for the functioning of the university taking into account existing policies.	<ul style="list-style-type: none"> • IQAC office is in process of collecting policies/ guidelines/Standard Operating Procedures (SOPs) etc. defined by University for its functioning.
13.7	Facilitating & Encouraging Research.	<ul style="list-style-type: none"> • A dedicated Research Cell for Facilitating and Encouraging campus research activities. • Fellowship schemes are introduced for full time research scholars. • Visitor student research internship scheme also introduced. • PhD program guidelines are revised.
13.8	Any other items with permission from the chairperson.	<ul style="list-style-type: none"> • Academic and Administrative Audits (AAA) of Constituent Academic Units for Academic Year 2017-18 has been carried out. • Annual Quality Assurance Report (AQAR) for AY 2018-19 will be submitted online as per directive of the NAAC.

Resolution:

The Committee noted and endorsed actions taken on items of 13th IQAC meeting.

Agenda Item No. 14.3 | Analysis of Gujarat State Institutional Rating Framework (GSIRF) result**Proceedings:**

Member Secretary presented the detailed analysis (refer **Annexure II**) and briefed over the major areas of concern which are mentioned as under:

- Teaching, Learning & Resources
 - Faculty with PhD and experience
 - Financial resources and their utilization
- Research and Professional Practice
 - Research publications (number)
 - Footprints of projects and professional practice (including funded projects and consultancy and executive development program)

- Outreach and inclusivity
 - Students from other states and other countries

Review of status on Research aspect across two consecutive years is presented below for clearer picture.

Major performance areas with difference	AY 2016-17	AY 2017-18
Number of Permanent faculty members with PhD	75	111
Quantity of publications (Peer-reviewed) – International	190	332
National	18	34
Lowest TR Impact factor	0.1	0.49
Highest TR impact factor	8.4	53
Number of project (ongoing + submitted)	25	37

Resolution:

The committee members noted the information and suggested to focus on areas of concern.

Agenda Item No. 14.4 | Summary of Academic and Administrative Audit (AAA) for AY 2017-18

Proceedings and Resolution:

Dr Aditi Buch briefed all members about the summary of academic and administrative audits of constituent institutes carried out for internal quality assurance. Status of all institutes of CHARUSAT across major criteria was projected (as detailed in **Annexure III**) and important suggestions received from the visiting peer teams were also discussed. It was also mentioned that the individual institutional/ departmental reports were communicated to every institute for their reference and actions.

The committee members noted the information. The committee also noted that the overall points of concern emerging out of AAA audits were in line with those reflecting in GSIRF rating analysis.

Agenda Item No. 14.5 | Revision in PhD Regulations.

Proceedings:

CHARUSAT is motivating and facilitating faculty members to carry out research activities and pursue PhD to have better future prospects and concurrently CHARUSAT is also intending to enhance the quality of research. In this regard, the Member Secretary discussed the revisions made in the existing “Ph D regulations”.

- Revision in Doctoral Advisory Committee (DAC) composition.
The Research Supervisor of the scholar shall be the Convener of the DAC. The other members shall be Dean, Head of the department, Co-supervisor, if any, and two experts nominated by the Dean. One of the expert members will be from outside the University. The Dean shall communicate names of DAC members and any subsequent changes in its composition to the URC (University Research Cell).
- PhD scholar need to publish minimum two research papers in journals indexed in Scopus and/or Web of Science.

- Term of PhD would be same for both full time and part time students (3 years including course work).
- CHARUSAT is providing English grammar check facility to all PhD students for their PhD thesis prior to submission for evaluation.
- A dedicated section on “Research ethics” has been introduced in regulations.

Dr. Naresh Ved suggested that exposure to interdisciplinary research may be introduced at the level of Research Methodology course offered during PhD course work.

Resolution:

The committee members endorsed these efforts and expressed that the revisions were satisfactory and would help to progressively motivate faculty members and students to produce quality research. University Research Cell (URC) would review the “Research Methodology” courses offered across all faculties and would provide their observations and suggestions.

Agenda Item No. 14.6 | Facilitating & Encouraging Research activities of Students and Faculty members

Proceedings:

Member Secretary elaborated on various efforts including policies, funding, fellowships, administrative practices, rewards and opportunities that are extended at present at CHARUSAT, towards progressively motivating and supporting faculties and students undertaking research activities. Some of the major aspects are listed below:

Facilities for Students

- Fellowship to full time research scholars (PhD and PG students).
 - Post-doctoral fellowship program to promote exemplary research in uni-disciplinary, inter-disciplinary, and multi-disciplinary areas.
 - Visiting research student internship.
 - A dedicated contingency grant per year to research scholar.
 - *Financial support to participate in events.*
 - *Earmarked budget for equipment procurement to promote research activities.*
 - *Research Paper Award for published papers in Scopus or Web of Science indexed journals.*
 - *Subscription of journals.*
 - *Research-based software procurement.*
- (Italicized facilities is applicable to both students and faculties)

Facilities for Faculty members

- CHARUSAT Research grant (seed money) for all faculty members. (Budgetary provision for INR 75 lakh per year)
- International travel support to faculty members for participating in international events.
- Activities under Endowment chair in each department/institute.
- Faculty members are motivated and facilitated to register for PhD program.
- Smoother and streamlined execution of funded research projects
 - Additional (need-based) financial support for funded research project.

- Timely release of the grant for CHARUSAT funded project and advance release of fund for externally funded projects.
- Timely conduction of audit and preparation of Utilization Certificates.
- Simplification of procedure for the purchase of equipment.
- Utilization of overhead grant for up-gradation of project.
- Encouragement and intellectual support is provided to faculty members to submit research proposal to external funding agencies.
- Facilitation for IP.
- Ethics Committee to monitor and approve the healthcare projects.
- Relaxation in service bond condition for faculty members pursuing PhD- Instead of minimum service period bond, one paper with minimum impact factor 1 in Scopus/WOS indexed journal shall be acceptable compliance.

Agenda Item No. 14.7 | E-Governance initiatives undertaken

Proceedings and Resolution:

Dr. Atul Patel discussed following e-governance initiatives already undertaken and those which are planned subsequently.

Phase 1: Transferring the data from existing CDB data to E-Governance by creating following modules

1. Journal Publication
2. Conference Publication
3. Book, Book Chapter Publication
4. Magazine/Article Publication
5. Event Participation by Faculty member (Conference, Symposium, STTP, Workshop, FDP, Training etc.) (on campus/ off campus)
6. Faculty member serving as a Resource Person (talks delivered, chairing a session, judge in event, editorial board member etc.)
7. Organization of Events (including student related events like industrial/field visit, organization of expert lecture)
8. Patents.
9. Staff members Achievements/ Awards/ Fellowship/ Travel Grants.

Subsequently, following tasks would be undertaken after deliberating with IQAC and e-Governance coordinators of all institutes.

1. Funded Research Projects
2. Goal Setting
3. Performance-appraisal of staff members
4. Feedback from stakeholders on curriculum, pedagogy, and other activities
5. **Students Activities**
 - Student training applications
 - Student event participations (on campus/ off campus)
 - Student participation in competitive examinations (linked to placement and higher studies)
 - Student Achievements/ Awards

- Student Projects (on campus/ off campus)
 - Student counselling (strengthening)
 - Student scholarships (strengthening)
 - Extension activities (for staff as well as students)
6. **Standard Reports Generation**
- AISHE Data
 - AAA report generation
 - AQAR generation
 - NIRF report
7. **Cell specific modules-** HRDC, CDPC, UIIC, CPSH, CREDP, NSS/NCC, EDIC, PRO (published literature), Alumni Association activities etc.

The committee members noted the information and appreciated the initiatives.

Agenda Item No. 14.8 | Other Miscellaneous Items

Proceedings:

Member Secretary briefed about the following aspects and activities that have been planned and undertaken:

1. Submission of Annual Quality Assurance Report (AQAR) for AY 2017-18 on 21 December 2018.
2. Preparation and submission of data for NIRF India Ranking 2019.
3. Workshop to be organized on “Teaching Learning and material production for participatory learning”

Agenda Item No. 14.9 | Any other items with permission from the chairman

Proceedings:

At the end, the chairman opened the forum for discussion over issues related to strengthening research on campus. In the context, following suggestions and observation are shared by Dr. Subhash Bhatt.

- Rationalizing teaching load of faculty members active in research.
- Regular research seminars can be conducted to enhance inter and intra-institute activities.
- Vibrant visitors’ program (short term or long term) to be planned so as to strengthen collaborative research.
- Theoretical research to be encouraged.
- Research based learning may be promoted.
- Bhatnagar Symposium, spanning over a couple of days, may be organized inviting Bhatnagar Awardees involving panel discussions.
- Careful scrutiny of competent and motivated candidates at the time of recruitment may further strengthen the existing efforts.
- Self-learning component may be enhanced.

Dr. Naresh Ved suggested following points:

- More emphasis required on promoting interdisciplinary research.

- Elements of research to be introduced in the curriculum from the first year onward to orient students.
- Appointment of Research Dean to focus on coordinating and strengthening of research activities across the university.

Dr. Pankaj Joshi, Chairperson suggested that 'Research Mentor/Advisor Groups' to be formed to enhance interactions and network across the country.

Resolution: The committee members noted the suggestions and shared their views. Research Cell (URC) is directed to review the recommendations given by members and explore the possibilities to take up optimal measures towards enhancing research activities on campus.



Mayur Sutaria,
Member Secretary & Coordinator – IQAC
CHARUSAT



P. S. Joshi,
Chairperson - IQAC
CHARUSAT

Date: March 26, 2019