MINUTES of the 15th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT

15th meeting of IQAC was held at Conference room, ground floor, IIIM Building (Management), CHARUSAT, Changa on October 11, 2019 (Friday) 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. H.J. Jani	Advisor
4. Dr. Devang Joshi	Registrar
5. Dr. Harish Desai	Dy. Registrar (Academics)
6. Dr. R.V. Upadhyay	Dean, FAS
7. Dr. Atul Patel	Dean, FCA
8. Dr. Govind Dave	Dean, FMS
9. Dr. Amit Ganatra	Dean, FTE
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. S.J. Bhatt	Former HoD, PG Department of Mathematics, SPU
16. Dr. Anuradha Gajjar	Professor, LMCP, Ahmedabad
17. Mr. Pranav Patel	Alumnus
18. Mr. Vivek Brahmbhatt	Student
19. Dr. Mayur Sutaria	Coordinator, IQAC
20. Dr. Mrunali Patel	Deputy Coordinator, IQAC
21. Dr. Aditi Buch	Deputy Coordinator, IQAC
22. Dr. Dhara Patel	Assistant Coordinator, IQAC
Following members could not attended the meeting due to other assignments	
1. Dr. A.D. Patel	Principal , CSPIT
2. Dr. Naresh Ved	Former VC, Bhavnagar University
3. Shri H.T. Patel	BOM Member
4. Shri Dilipbhai Patel	Ricasil Industries

Agenda

15.1. Confirmation & approval of minutes of the 14th meeting of IQAC held on March 26, 2019.
15.2. Actions taken on the agenda items of the 14th IQAC meeting.
15.3. NAAC preparation undertaken.
15.4. Academic and Administrative Audit (AAA) for AY 2018-19.
15.5. Annual Quality Assurance Report (AQAR) preparation.
15.6. Alignment of existing student feedback system with Student Satisfaction Survey (SSS) proposed by NAAC.
15.7. E-Governance initiatives undertaken.
15.8. Report of the workshop organized - "Teaching, Learning, and Materials Production for Participatory Learning".

Initiation

Dr. Pankaj S. Joshi, Chairperson welcomed all the members to the 15th meeting of IQAC. The meeting proceeded with the agenda items:

AGENDA, PROCEEDINGS AND RESOLUTIONS:

Agenda Item No. 15.1 | Confirmation & approval of minutes of the 14th meeting of IQAC held on March 26, 2019.

Proceedings:
The minutes of the meeting were circulated to all the committee members through email on April 24, 2019 and suggestions received from the members were incorporated in the minutes. The committee is requested to confirm the minutes.

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

Agenda Item No. 15.2 | Actions taken on the agenda items of the 14th IQAC meeting

Items	Contents	Actions/Remarks
14.1	Confirmation & approval of minutes of the 13th meeting of IQAC held on 27/08/2018.	• 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. The minutes were confirmed by the committee.
14.2	Actions taken on the agenda items of the 13th IQAC meeting.	• The committee approved the action taken on the resolutions of the last meeting.
14.3	Analysis of Gujarat State Institutional Rating Framework (GSIRF) result.	• Major areas of concern are identified and actions are initiated to improve the performance.
14.4	Summary of Academic and Administrative Audit (AAA) for AY 2017-18.	• Assessment reports were communicated to individual institute/ department for their reference and actions.

14.5	Revision in PhD Regulations	• The committee members endorsed the revisions and expressed that they are satisfactory and would help to progressively motivate faculty members and students to produce quality research. Course work offered across all faculties would be reviewed.
14.6	Facilitating & Encouraging Research activities of Students and Faculty members.	• The committee noted the information and appreciated university policies to facilitate research of students' and faculty members'.
14.7	E-Governance initiatives undertaken	• Migration of data from Centralized Database (CDB) system to e-Governance system.
14.8	Any other items with permission from the chairperson.	• Annual Quality Assurance Report (AQAR) for AY 2017-18 was submitted on 21 December 2018. • Workshop on "Teaching Learning and material production for participatory learning" was organized during June 25-27, 2019.

Resolution:
The Committee noted and endorsed actions taken on items of 14th IQAC meeting

Agenda Item No. 15.3 | NAAC preparation undertaken

Proceedings:
Member Secretary briefed about NAAC preparation under following aspects:

1. Review of criteria-wise analysis and recommendations given by NAAC Peer Team.
Member seSretary briefed about following two meetings conducted to deliberate on the NAAC Peer Team recommendations. Initiatives undertaken are also presented in the tables.
Meeting 1- November 25, 2016
Meeting 2- 18 May, 2018

Initiatives based on Criteria-wise analysis report of NAAC Peer Team:

Cri.	Points Suggested by NAAC Peer Team		Initiative Taken
II	Teacher quality:	Faculty must be encouraged to pursue higher education.	• Faculty members are encouraged to pursue higher education. • Scholarship of INR 20,000/- per year for faculty member pursuing PhD. • Mentorship support extended to all constituent institutes • Liberalization in the bond and service conditions.
II	Evaluation Process and Reforms:	Complete computerization yet not done.	• Implementation of Paperless examinations • Grading system automation • Direct marks entry in e-Governance system by faculty members for practical, project and dissertation examinations
III	Research Publications and Awards	Research papers published in reputed journals by a few faculty	• CHARUSAT strongly emphasizes publication of papers in Scopus and Web of Science (WoS) indexed journals by

			appreciating and awarding authors in the Foundation Day Celebration. • Faculty members are made aware about importance of indexing and impact factor through "My Publication" module of e-Governance system.
IV	IT infrastructure	Services of National Knowledge Network connectivity not availed by institution.	• Registered for availing services of National Knowledge Network
		Visual labs not in place; Efforts for smart classrooms inline.	• IMPARTUS - a comprehensive video-based learning platform. • Central facility for recording video lecture is under development.
IV	Maintenance of Campus facilities:	Campus facilities are well maintained but budget allocations not specified.	• Maintenance budget is separately allocated. • New infrastructure budget is also separately allocated.
VI	Faculty Empowerment Strategies:	Incentive based research may be introduced.	• CHARUSAT has policies and guidelines in-place to facilitate on-campus research activities. • Awards and incentives to all authors publishing papers in Scopus and Web of Science (WoS) indexed journals. • Awards for granting of Patents. (Patent filing and examination support provided by the university) • Encouragement by funding start-up projects.

Initiatives based on recommendations given by NAAC Peer Team for quality enhancement of the University:

S.N.	Recommendations	Initiative Taken
1	Introduction of more Professional and job-oriented courses as well as introduce more updated certificate/courses for additional benefit of the students.	• More elective courses focusing on theory (knowledge) and practice (skill development) are introduced. • Course having focus on skill development are offered with support from industries. • Course on Creativity, Problem Solving and Innovation is introduced. • Executive development and certificate programs are introduced.
2	Mobilize resources by introducing more add-on courses	• Resource mobilization through executive development and certificate programs. • Resource mobilization by offering Industry recognized certification courses under Academies like CISCO, ORACLE, Redhat Linux, Microsoft, Google, AWS, CCNSP, Autodesk etc.
3	Design strategic plans for enhanced promotion of case study based teaching among students and to tap potentials of alumni and corporate sectors for futuristic growth of the institute	• Faculty members are trained to practice student-centric learning methods • Industry experts and alumni are invited to share their experience
4	Try to initiate proposal for getting enrolled under NKN scheme, in order to strengthen	• Registered for availing services of National Knowledge Network

	ICT infrastructure for its more effective use as a learning resource	
5	Create a bigger basket of academic programs by introducing CBCS fully	• More elective courses are introduced

6	Establishment of incubation centre and motivate more research groups with the existing start-up grant facility	• Already functional Entrepreneurship Development and Incubation Centre (EDIC) to support start-ups.
		• Supporting start-up with funding from:
		   ▪ National Science and Technology Entrepreneur Development Board (NSTEDB), DST, GoI
		   ▪ SSIP Scheme, Education Department, GoG
		   ▪ CHARUSAT
		• Sanction order issued for 27 start-ups.
		• 17 functional start-ups.

7	Stream line PhD programmes with qualified eligible supervisors	• All constituent institutes identified research thrust areas and aligned PhD program accordingly. • Mentorship support extended as and when needed.
8	Carry out examination reforms to reduce human labour and interfaces	• Implementation of Paperless examinations • Grading system automation • Direct marks entry in e-Governance system by faculty members for practical, project and dissertation examinations
9	Appropriate women reservation in non-teaching/ supportive staff to be initiated	• Women are given preference in such recruitment, in spite of turnover. •

10	Residential facilities to be developed for employees and hostels for boys	• Residential facilities for staff and guest are under construction.
		• Boys' hostel/ foreign students' accommodation would be developed.
		• Other Infrastructure related initiatives
		   ▪ Effluent and solid waste management.
		   ▪ Ensuring general quality of food and services.
		   ▪ Sports complex would be developed.

2. Self-assessment exercises

Self-assessment exercises for following criteria, as per the revised accreditation framework suggested by NAAC, have been undertaken by University as well as constituent institutes.

Criterion 2- Teaching-Learning and Evaluation
Criterion 3- Research Innovations and Extension

A meeting of all HoIs/ HoDs was conducted on July 17, 2019 (Wednesday) to deliberate on the evaluation exercises. As a part of the assessment, following tasks are undertaken:

    a. Faculty members are encouraged to use Learning Management System (LMS)
    b. Defining POs and COs for all programs along with attainment.
    c. Revision in "Research Policy" of the university to further enhance the research ambience.
    d. Verification of publication data in the e-Governance system at University level.
    e. Provost sir interacted with all faculty members (pursuing PhD, not pursuing PhD and completed PhD) to deepen research footprints at the University.

    f. Alignment of existing student feedback system with Student Satisfaction Survey (SSS) proposed by NAAC.

    g. Enhancing automation by initiating paperless examination and its integration with existing e-Governance system.

    h. Best practices followed by constituent institutes would be reviewed and upgraded.

3. Criteria-wise teams would be formed to assess, enhance and sustain the quality.

The key role of the teams would be:

    a. Devising action plan for all key indicators to further strengthen the performance (based on outcomes of the self-assessment exercises).

    b. Document preparation for Data Validation and Verification (DVV) as per NAAC guidelines.

4. NAAC sensitization through massive interactions with all stakeholders.

It is already initiated through annual quality audits of Academic units and allied departments/sections/cells/centers.

5. Mock Audits involving external experts would be carried out to review and suggest guiding actions for further strengthening of quality aspects in all university functions.

Resolution:

The committee members suggested to present the initiative actions along with quantitative outcomes. This would be taken as an agenda item in the next IQAC meeting.

Dr. B.G Patel recommended to prepare SSR by 2020.

Agenda Item No. 15.4 | Academic and Administrative Audit (AAA) for AY 2018-19

Proceedings and Resolution:

Member Secretary briefed about AAA at CHARUSAT.

- Minor modifications in Audit report format for AY 201819 have been carried out, in line with NAAC manual.
- Audits of constituent institutes for Academic Year 2018-19 would be carried out November (post Diwali)
- Audits of allied sections/cells/centers for Academic Year 2016-17, 2017-18, and 2018-19 is on-going.
    - o Completed : HRDC, Library, Accounts, ECC, Alumni Association, EDIC, EOC, WDC, HR, IDMC, CSRTC, WINCELL, Anti-ragging, Examination section, and UIIC.
    - o Pending: KRADLE, URC, e-Governance, CREDP, CDPC, Grievance Redressal Cell and IQAC.
- Beta report generation initiated through e-Governance system.

Dr. H.J Jani briefed about the administrative audits and NAAC sensitization initiated for allied sections/cells/centers. The committee members endorsed these efforts.

Agenda Item No. 15.5 | Annual Quality Assurance Report (AQAR) preparation.

Proceedings:
Member Secretary briefed about web-based (online) AQAR submission facility created by NAAC. From academic year 2018-19, AQAR need to be submitted through online mode. He informed that data collected from all constituent institutes and allied sections/cells/centers have been reviewed and subsequently, suggestions are given for revision, where needed. Also, additional revisions are suggested as there are variations in AAA data templates (NAAC manual) and AQAR online data templates.

Resolution:
Annual Quality Assurance Report (AQAR) would be submitted online in November 2019. Structure of Program Codes needed for submission of online AQAR would be formulated and circulated to all institutes for their feedback on the same. Subsequently, unique Program Codes would be assigned to all programs offered by CHARUSAT.

Agenda Item No. 15.6 | Alignment of existing student feedback system with Student Satisfaction Survey (SSS) proposed by NAAC.

Proceedings:
From 2017 onwards, the NAAC (National Assessment and Accreditation Council) has endeavored to conduct a Student Experience Survey the results of which will go into the accreditation process. Some of the key aspects of Survey are presented below:

1. The score emerging out of the survey will be the score of key indicator 'Student Satisfaction Survey' (2.7.1) which is part of criterion II on Teaching —Learning and Evaluation.
2. The Survey will capture student responses through the list of students provided by the Higher education institutes (HEIs).
3. A stratified random sample of students will be chosen for the survey. In sample, students would be spread evenly across different classes, year of enrolment and gender as far as possible.
4. For Universities, responses from 10% of the student population or 500, whichever is lesser is needed for metric to be evaluated.
5. SSS will be completed within 30 days simultaneously with Data Validation and Verification (DVV) process.
6. The survey questionnaire consists of several facets of the teaching learning process:
* Curriculum and overall approach to the educational process.
* Specific skills of the teacher like, subject knowledge, communication skills, class preparation, and use of ICT tools.
* The overall approach of the teacher and institution with respect to providing the right environment, motivation, interpersonal relationships, feedback etc.
7. Twenty of the twenty one questions are objective in nature, while one question is open ended to elicit observations and suggestions for improvements providing an opportunity to the student to give suggestions and criticisms in their own words.
8. The objective type questions are evaluated on 5 point Likert type scale where '0' indicates most negative and '4' indicates most positive response.
9. In the objective type question (open ended), students are asked to give three observations/suggestions to improve the overall teaching-learning experience in the institution.
10. Responses to the open ended question would also be aggregated to find out the most common suggestion and criticisms emerging out of the survey. This Information can be

provided to peer team conducting onsite visit, to be used for validation as well as peer team report preparation.

CHARUSAT already have a time-tested student feedback questionnaire to be filled by students for each courses, through e-Governance system. This questionnaire is aligned with proposed SSS by NAAC to make students aware of the type of questions being asked in the SSS.

Member Secretary informed that the revised student feedback module has two parts:
1. Part A- Teacher specific questions for a particular course (12 questions)
2. Part B- Institute/Institution specific questions (8 questions)

Furthermore, Part B includes a qualitative question for providing observations/suggestions to improve overall teaching-learning experience.

In odd semesters, only part A would be activated in the e-Governance system. While in even semesters, both parts (A as well as B) would be activated.

Dr. H.J Jani suggested to educate students about Student Satisfaction Survey. Dr. Devang Joshi suggested to conduct MOCK rounds of survey/feedback with 1st and 2nd year students to receive the their suggestions. Dr. B.G Patel recommended to make student aware about university's best practices during admission process.

Resolution:
The revised feedback form would be implemented in the current semester.

Agenda Item No. 15.7 | E-Governance initiatives undertaken

Proceedings and Resolution:
Member Secretary briefed about following major initiatives undertaken:
1. Linking of event and leave modules.
2. Development of 'My Publication' module
3. Development of 'Patent' module.
4. Development of Goal statement module.
5. Strengthening of PhD module.
6. Modification in existing student feedback system to align it with Student Satisfaction Survey (SSS) proposed by NAAC.
7. Development of 'AAA report generation' module (beta version).
8. Design of 'Funded Research Projects and Consultancy' module.

He also briefed about other major modules to be developed
1. Organization of Events (including student related events like industrial/field visit, organization of expert lecture)
2. Achievements/ Awards/ Fellowship/ Travel Grants.
3. Performance-appraisal of staff members
4. Feedback from stakeholders on curriculum, pedagogy, and other activities
5. Students Activities
6. Standard Reports Generation- AISHE Data, AQAR generation, NIRF data
7. Cell specific modules- HRDC, CDPC, UIIC, PRO (published literature) etc.

The committee noted the information and appreciated the same.

Agenda Item No. 15.8 | Report of the workshop organized - "Teaching, Learning, and Materials Production for Participatory Learning"

Proceedings and Resolution:
Member Secretary briefed about three days' workshop on "Teaching, Learning and Materials Production for Participatory Learning" organized during 25th June to 27th June, 2019.

The objectives of the workshop are:
1. Train the teachers to practice participatory (peer-based) learning model where students interact and learn from each other.
2. Train the teachers to device methodologies and prepare learning materials to endorse participatory learning.
3. Train the teachers to organize the classroom and manage the curriculum.
4. Motivate and enhance the students' performance with various participative techniques.

The proceedings of the workshop include:
1. 27 teachers across the university participated in the workshop.
2. The participants were given pre and post workshop questionnaire to map their learning.
3. The first day of the workshop included sessions on "Recapitulation of instructional strategies" by Dr. Nandita Acharya, Waymade College of Education, Vallabh Vidhyanagar. This has given exposure to the participants about different student-centered teaching methodologies in practice, with intent to recognize various forms of participatory learning and incorporate them in their classes.
4. The second day mainly focuses on the comprehension to appreciate importance of learning materials for enhancing the effectiveness of teaching-learning process.
5. The third day was reserved for creation and presentation of methodologies and learning materials prepared by participants for a specific subject.
6. Sessions in the second and third day were conducted by Dr. Sulabha Natraj, CHARUSAT.

The outcomes of the workshop are:
1. The teachers from different colleges worked in groups and developed subject specific materials that can be incorporated in class. These were presented and submitted on the last day of the workshop.
2. The teachers would prepare and submit the learning materials for their courses.
3. The zeal with which teachers participated in the workshop was very conspicuous. They were very receptive towards materials production for encouraging participatory learning in the class.

The committee appreciated the efforts.

Mayur Sutaria,
Member Secretary & Coordinator – IQAC
CHARUSAT

P. S. Joshi,
Chairperson - IQAC
CHARUSAT

Date: October 11, 2019