## Minutes of 16th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT

16th meeting of IQAC was held at Conference room, ground floor, IIIM Building (Management), CHARUSAT, Changa on **February 03, 2020 (Monday)** at 2:00 pm in presence of the following members:

| Sr. No. | Executives |
|---|---|
| 1. Dr. Pankaj Joshi | Provost |
| 2. Dr. B.G. Patel | Advisor |
| 3. Dr. Devang Joshi | Registrar |
| 4. Dr. R. V. Upadhyay | Dean, FAS |
| 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. Prabhin Sukumaran | Asst. Professor, CSPIT |
| 14. Dr. Naresh Ved | Former VC, Bhavnagar University |
| 15. Dr. S.J. Bhatt | Former HoD, PG Department of Mathematics, SPU |
| 16. Dr. Anuradha Gajjar | Professor, LMCP, Ahmedabad |
| 17. Mr. Vivek Brahmbhatt | Student |
| 18. Dr. Mayur Sutaria | Coordinator, IQAC |
| 19. Dr. Mrunali Patel | Deputy Coordinator, IQAC |
| 20. Dr. Aditi Buch | Deputy Coordinator, IQAC |
| 21. Dr. Dhara Patel | Assistant Coordinator, IQAC |
| **Other invited and present members** | |
| 22. Dr. Vijay Chaudhary | Head, ME, CSPIT |
| 23. Dr. Vijay Panchal | Head, CL, CSPIT |
| 24. Dr. Ritesh Patel | Head, CE, CSPIT |
| 25. Dr. Parth Shah | Head, IT, CSPIT |
| 26. Dr. Nilay Patel | Head, EE, CSPIT |
| 27. Dr. Niraj Vyas | Assistant Professor, RPCP |

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| 28. Dr. Dhruv Dave | Assistant Professor, ARIP |
| 29. Mr. Ashwin Makwana | In-charge, CDPC |
| 30. Dr. Kamlesh Chauhan | Assistant Professor, CSPIT |
| 31. Dr. Amit Patel | Coordinator, Alumni Association |
| 32. Mr. Divyang Purohit | Coordinator, CDPC |
| 33. Mr. Yogesh Jani | Coordinator, Sports Activities |
| ***Following members could not attended the meeting due to other assignments*** | |
| 1. Dr. H.J. Jani | Advisor |
| 2. Shri H.T. Patel | BOM Member |
| 3. Shri Dilipbhai patel | Ricasil Industries |
| 4. Mr. Pranav Patel | Alumnus |
| 5. Dr. Trushit Upadhyay | Head, EC, CSPIT |

**Agenda**

16.1. Confirmation & approval of minutes of the 15th meeting of IQAC held on October 11, 2019.
16.2. Actions taken on the agenda items of the 15th IQAC meeting.
16.3. Review of NAAC Preparation for 2nd Cycle.
16.4. Any other items with permission from the chairman.

**Initiation |**

The meeting proceeds with the agenda items:

**Agenda Item No. 16.1 | Confirmation & approval of minutes of the 15th meeting of IQAC held on October 11, 2019.**

**Proceedings**

The minutes of the meeting were circulated to all the committee members through email. No comments are received from any member. The committee is requested to confirm the minutes.

**Resolution:**

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

**Agenda Item No. 16.2 | Actions taken on the agenda items of the 15th IQAC meeting**

**Proceedings:**

Member Secretary presented actions taken on the agenda items of the 15th IQAC meeting.

| Items | Contents | Actions/Remarks |
|---|---|---|
| 15.1 | Confirmation & approval of minutes of the 14th meeting of IQAC held on March 26, 2019. | • 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. The minutes were |

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|---|---|---|
| | | confirmed by the committee. |
| 15.2 | Actions taken on the agenda items of the 14th IQAC meeting. | • The committee approved the actions taken on the resolutions of the last meeting. |
| 15.3 | NAAC preparation undertaken. | • NAAC criteria-wise teams are formed to review the present status, benchmarking with reputed institutes, and devise action plans for quality enhancement.<br>• Committees would present the preparation undertaken in the present meeting. |
| 15.4 | Academic and Administrative Audit (AAA) for AY 2018-19. | • Audit of constituent institute and allied sections/cells/centers for Academic Year 2018-19 has been carried out. Summary of the audit would be presented in the present meeting. |
| 15.5 | Annual Quality Assurance Report (AQAR) preparation. | • Annual Quality Assurance Report (AQAR) of the University for AY 2018-19 has been prepared and circulated to get comments. After incorporating suggestions, AQAR was submitted through NAAC web-portal on December 31, 2019. |
| 15.6 | Alignment of existing student feedback system with Student Satisfaction Survey (SSS) proposed by NAAC. | • Time-tested student feedback questionnaire has been aligned with proposed SSS by NAAC to make students aware of the type of questions being asked in the SSS.<br>• In the revised questionnaire, Part A has 12 Teacher specific questions for a particular course. Part B has 8 Institute/Institution specific questions.<br>• In the Odd semester of AY 2019-20, student feedback was taken as per revised questionnaire. |
| 15.7 | E-Governance initiatives undertaken. | • Following major initiatives are undertaken:<br>1. Linking of event and leave modules.<br>2. Development of 'My Publication' module<br>3. Development of 'Patent' module.<br>4. Development of 'Goal Statement' module.<br>5. Strengthening of 'PhD module'.<br>6. Modification in existing student feedback system to align it with Student Satisfaction Survey (SSS) proposed by NAAC.<br>7. Development of 'AAA report generation' module (beta version).<br>8. Design of 'Funded Research Projects and Consultancy' module. This module would be soon implemented. |
| 15.8 | Report of the workshop organized - "Teaching, Learning, and Materials Production for Participatory Learning". | • All participants have prepared materials to weave participatory learning in the pedagogy. They are implementing the same in the current semester. Their feedback, observations and learning would be helpful to improve further. |

**Resolution:**
The Committee noted and endorsed actions taken on items of 15th IQAC meeting

**Agenda Item No. 16.3 | Review of NAAC Preparation for 2nd Cycle.**

**Proceedings:**
Criteria-wise presentations were done by respective teams. Later, member secretary briefed about revised NAAC A&A process (Annexure III) and presented NAAC preparation schedule for the second cycle (Annexure II).

**Resolutions:**
Based on the review of the preparation done by individual teams, following suggestions were made:

1. Each team in their action plan shall suggest (a) Any policy change required (b) Systems change required (c) Structural change (organizational/infrastructural) (d) Resource requirements (Money/Human potential/Equipment/Software).
2. Teams should visit each institute and make presentations to fine tune the data and receive suggestions/feedback. Institutional IQAC should coordinate this process. This process for all 7 criteria across all institutions should finish as early as possible to be able to follow the proposed time line.
3. The schedule prepared by IQAC towards NAAC preparation (Annexure II) was approved.
4. Efforts should be galvanized to have more than 90% score in criteria IV, V, VI and VII as this is quite achievable. The same way efforts in criteria I and II should also be galvanized to have more than 85% score. For criteria III, except for research funding and research publications which cannot be unduly expedited, efforts should be concentrated towards scoring 85%.

**Agenda Item No. 16.4 | Any other items with permission from the chairman**

**Proceedings:**

The member secretary briefed about the following initiatives and activities undertaken:

1. ***Academic and Administrative Audit Summary Report for AY 2018-19***

   Audit of constituent institute and allied sections/cells/centers for Academic Year 2018-19 has been carried out. Summary report is presented in the meeting.

2. ***AQAR Preparation and Submission.***

   Annual Quality Assurance Report (AQAR) of the University for AY 2018-19 had been prepared and circulated to get comments. After incorporating suggestions, AQAR was submitted through NAAC web-portal on December 31, 2019.

3. ***Submission of data for NIRF, GSIRF, and SIG***

- NIRF 2020 data was submitted on 30th November 2019.
- GSIRF 2020 data was submitted on 20th November 2019.

- Study in Gujarat (SIG) Data was submitted on 5th December 2019 to KCG (earlier data of students from outside Gujarat (within India) and other countries was submitted on 4th November 2019)

***4. Review of Outcome Based Education at CHARUSAT***

A committee consisting of (1) Dr. Manan Raval, (2) Dr. Ritesh Patel, (3) Dr. Amit Thakkar and (4) Dr. Prabhin Sukumaran has been constituted to review and facilitate as well as implement Out Come Based Education (OBE) at CHARUSAT.

Dr. Manan Raval briefed about the scope and phase wise planning for implementation of OBE across the university:

Phase I
- Drafting and/or review of POs/PSOs, PEOs and COs
- Mapping COs with POs

Phase II
- Implementing on CO& PO attainment (Direct Attainment Process)
- Finalizing COs & Finalizing Mapping
- Training for indirect assessment

Phase III
- Strategy designing for attaining all POs/PSOs
- Implementation of indirect assessment tools.
- GAP analysis, proposing remedies and proposing mitigation plans.

Phase IV
- Implementation of OBE (Academic QMS), P_D_C_A implementation & yearly review

At the end, the chairman opened the forum for discussion over issues related to strengthening the overall performance of the university. In the context, following were the suggestions and observation shared jointly by Dr Subhash Bhatt, Prof. Naresh Ved and Prof. Anuradha Gajjar.

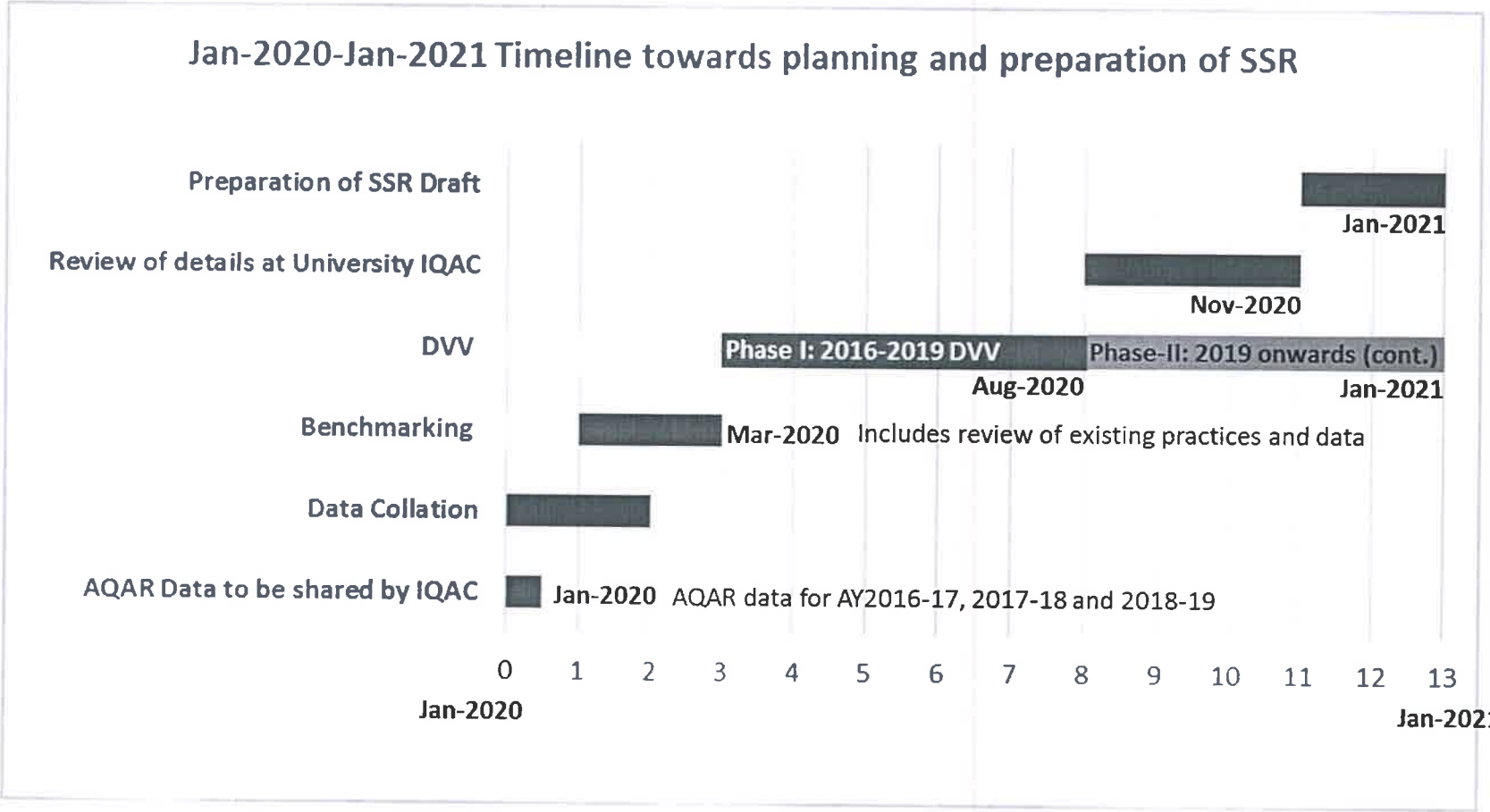
- IQAC should play a prime role in establishing data coherence in a continuous pattern, along with the major committees assigned.
- Five distinct features of CHARUSAT should be identified (Subhash Sir).
- Salient features from each criterion should be listed and preferably best practices should be substantiated by quantitative data.

Mayur Sutaria,
Member Secretary & Coordinator - IQAC
CHARUSAT

P. S. Joshi,
Chairperson - IQAC
CHARUSAT

Date: February 03, 2020 (Monday)

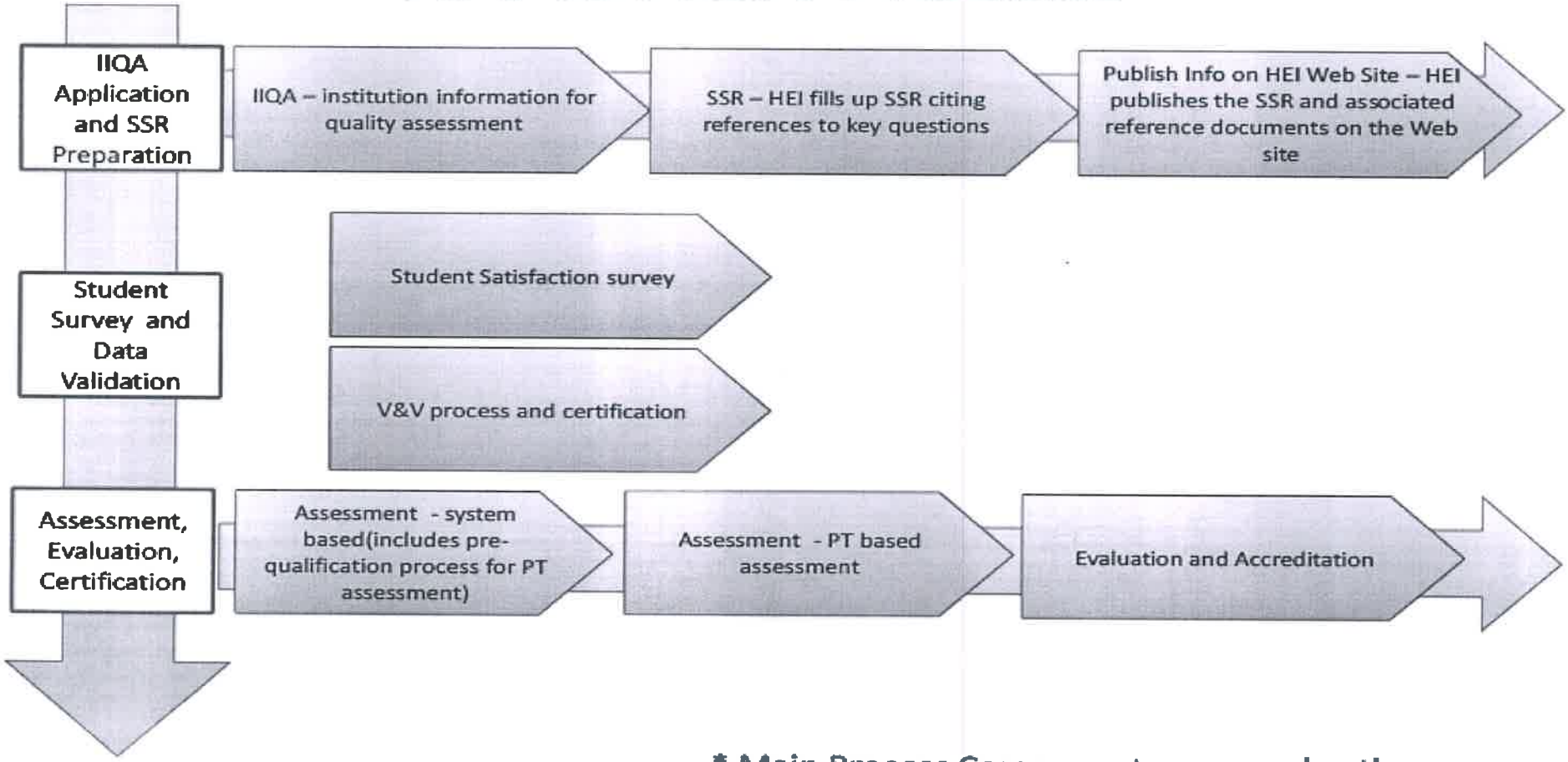
**Annexure-II**
**Key Plan for 2nd Cycle application**




- **IIQA can be submitted anytime during last 6 months of validity period.**
- **SSR can be submitted only if the IIQA is accepted, within 45 days of acceptance of IIQA**
- **In case of IIQA rejection, 2 more attempts may be allowed in a year, with single fee**

**Annexure-III**

# NAAC A&A Process*




*** Main Process Components – normal path**