

Minutes of 18th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT

18th meeting of IQAC was held at Conference room, ground floor, IIIM Building (Management), CHARUSAT, Changa on November 27, 2021 (Saturday) at 2:00 pm in presence of the following members:

Name	Designation
1. Dr. R. V. Upadhyay	Provost
2. Shri. Ashok Patel	Advisor
3. Dr. B.G. Patel	Advisor
4. Dr. R M Patel	Coordinator, PHD Program
5. Dr. Devang Joshi	Registrar
6. Shri Ashok Patel	A B Industries, Vadodara.
7. Dr. Upendra D Patel	Civil Engineering MSU, Vadodara.
8. Dr. Anuradha Gajjar	Professor, LMCP, Ahmedabad
9. Dr. Amit Ganatra	Dean, FTE
10. Dr. C K Sumesh	Dean, FAS
11. Dr. Atul Patel	Dean, FCA
12. Dr. Bhaskar Pandya	Principal, IIIM
13. Dr Palash Mandal	Principal, PDPIAS
14. Dr. M. Balaganapathy	Principal, ARIP
15. Dr. Darshan Patel	Principal, CIPS
16. Dr. Manan Raval	Principal, RPCP
17. Dr. Anil Sharma	Principal, MTIN
18. Dr. Y. P. Kosta	Prof. & Head, CSRTC
19. Dr. Mayur Sutaria	Coordinator, IQAC
20. Dr. Mrunali Patel	Deputy Coordinator, IQAC
21. Dr. Aditi Buch	Deputy Coordinator, IQAC
22. Dr. Brijesh Shah	Member, IQAC
23. Dr. Ashwin Makwana	Head, CDPC & HRDC
24. Ms. Samini Singh	Student Member (19DRBI0001)
Following members could not attend the meeting due to other assignments:	
25. Dr. Datta Madamwar	Scientific Advisor, CHARUSAT
26. Dr. Pankaj Joshi	Director, ICC
27. Shri H.T. Patel	BOM Member
28. Dr. Mahesh Patel	CEO, Champion Paints
29. Mr. Pranav Patel	Alumni Member

Initiation

Chairman welcomed all the members and requested Member Secretary to take up agenda items. The Member Secretary introduced new members. The meeting proceeds with the agenda items:

Agenda Item No. 18.1 | For Confirmation; Minutes of the 17th meeting of IQAC held on January 12, 2021.**Proceedings**

The minutes of the meeting were circulated to all the committee members through an email on January 25, 2021. 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. 18.2 | For Information; Actions taken on the agenda items of the 17th IQAC meeting

Proceedings: Member Secretary presented actions taken on the agenda items of the 17th IQAC meeting

Items	Contents	Actions/Remarks
17.1	For Confirmation; Minutes of the 16 th meeting of IQAC held on February 03, 2020.	<ul style="list-style-type: none"> The minutes were confirmed by the committee.
17.2	For Information; Actions taken on the agenda items of the 16 th IQAC meeting.	<ul style="list-style-type: none"> Under NAAC Preparation- Criteria-wise coordinators at University and constituent institute level undertaken and accomplished the mammoth task of data/document collection and collation with the help of all family members.
17.3	For Discussion; Major revisions in NAAC manuals.	<ul style="list-style-type: none"> Review and amendment of policies is under process.
17.4	For Information; Revision in AQAR and AQAR preparation for AY 2019-20.	<ul style="list-style-type: none"> As per the revised guidelines, format of Academic and Administrative Audit is reviewed and revised. The process is also aligned for the capturing data through e-Governance system.
17.5	For Discussion; NAAC preparation – 2nd Cycle.	<ul style="list-style-type: none"> Data for the 2nd cycle was submitted to the NAAC portal on July 31, 2021. Other details will be discussed in an agendum taken in the present meeting on NAAC preparations
17.6	For Discussion; AAA for AY 2019-20 and Mock NAAC.	<ul style="list-style-type: none"> AAA of AY 2019-20 in online mode was initiated and subsequently postponed as NAAC has accepted CHARUSAT IIQA on May 31, 2021. Further conduction of AAA for 2019-20 and 2020-21 will be discussed in an agendum in the present meeting.
17.7	For Information; NIRF, GSIRF results and CoE application.	<ul style="list-style-type: none"> The areas requiring strengthening are communicated to BoM and Research Council.

17.8	For Information; Review of Outcome Based Education.	• Review is under process. OBE committee convener will present the status in an agendum in the present meeting.
17.9	For Information; e-Governance Initiatives	• Details will be discussed in an agendum taken on the e-Governance Initiatives
17.10	For Information; Strengthening of Research/PhD Program	• Research related initiatives are uploaded on the CHARUSAT website.
17.11	Any other items with permission from the chair.	• Preparation of qualitative metrics will be discussed in an agendum taken on NAAC Preparation

Resolution:

The Committee noted and endorsed actions taken on items of 17th IQAC meeting

Agenda Item No. 18.3 | For Discussion; NAAC Application and Preparations for the 2nd Cycle.**Proceedings:**

Member Secretary requested Dr. Aditi Buch to take up the proceedings of the agenda item. Dr. Aditi informed the committee about the important milestones in the NAAC application. Later, she had discussed about the NAAC preparations undertaken for seeking suggestions from the committee members.

Important Milestones

Sr No	Task/Milestone	Date
1	Acceptance of IIQA	May 31, 2021
2	Submission of data for the 2nd cycle to the NAAC portal	July 31, 2021
3	Replies to the queries raised by the DVV agency	August 23, 2021
4	SSR pre-qualification	November 1, 2021
5	Payment of assessment fees (2nd level)-Rs. 1,77,000/-	November 13, 2021
6	Payment of logistics fees (for peer team visit)-Rs. 3,54,000/-	November 13, 2021

Process undertaken

1. A series of queries have been raised by HEI, with regards to DVV inputs recommended, specifically in metric 1.4.1, 1.4.2, 3.2.1, 4.2.4, and 7.1.10. These have been followed up through November 2021 and HEI has requested NAAC to look into the DVV process and its inputs in the said metrics.

2. Preparation for optimum representation of the qualitative metrics across all the criteria
 - The qualitative data submitted in SSR has been reviewed and aligned with four major dimensions (i) documents compilations and preparation of files (ii) Interactions (iii) physical visits to the facilities and (iv) displays
 - Presentations on Qualitative Data from Deans of six faculties has been scheduled from 29th Nov-4th Dec, 2021 for review against above four dimensions
 - The display requirements from each institute/department is also being obtained for review at central level and decide further course of action
3. Review of various existing University Policies has been undertaken while the missing ones are being considered for framework and approval.

Resolution:

The committee noted and endorsed the details of the actions undertaken and planned to ensure optimum representation of the quality aspects. It was suggested that the factsheets of University data submitted in SSR should be prepared and circulated to all. It was also suggested that smooth transition to online mode of teaching-learning and administrative processes during Covid period should be clearly made visible through the presentations. The committee also recommended and endorsed the plan to visit each Institute/department as well as Cells/Centers/General Service Departments, for document verification and physical facility review

Agenda Item No. 18.4 | For Discussion; AAA for AY 2019-20 and 2020-21

Proceedings:

Member secretary informed that the AAA of AY 2019-20 was initiated in the online mode due to 2nd wave of COVID.

Subsequently, AAA was postponed as NAAC has accepted IIQA on May 31, 2021. Providing the data for 2015-16 was the surprising element for the university. Member Secretary emphasized that with support from all family members, the enormous task was accomplished in the stipulated time.

Member Secretary requested committee members to give suggestion regarding conductinon of AAA for 2019-20 and 2020-21 as well as on mode of audit (online/ physical).

Resolution:

The committee suggested to conduct combined audit of 2019-20 and 2020-21. The presentation can be common but year-wise data to be presented. It is resolved to have separate audit reports year-wise. However, a single team can audit the the data for 2019-20 and 2020-21.

Agenda Item No. 18.5 | For Information; AQAR preparation for AY 2020-21

Proceedings:

Member Secretary requested Dr. Mrunali Patel to take up the proceedings of the agenda item. Dr. Mrunali informed the committee that the consequent to the revision of the Manuals in January 2020 for General Universities, Autonomous Colleges and Affiliated/Constituent Colleges, NAAC

implemented the revised format of Annual Quality Assurance Report (AQAR) from the Academic Year 2020-2021.

The tools and parameters in the new AQAR format have been designed in such a way that the preparation of the AQAR would facilitate the SSR preparation for the upcoming cycle of accreditation.

CHARUSAT has to fill/upload and submit AQAR consisting of all the data metrics (criteria-wise) along with the scanned copies of the supporting documents in the NAAC portal on or before 31 December, 2021.

IQAC, CHARUSAT has begun the preparations for timely submission of AQAR and is meticulously reviewing the information provided in each metric of seven criteria as it showcases the initiatives and steps taken by the University towards growth and development. Also, it aids in creating a good database at the institutional level for enhancing a culture of excellence.

Resolution:

The committee noted the information provided and recommended to submit the AQAR for internal review before final submission in the NAAC portal on or before 31 December, 2021.

Agenda Item No. 18.6 | For Discussion and Information; Review of Outcome Based Education.

Proceedings:

Member Secretary requested Dr. Manan Raval, Convener, OBE Committee to take up the proceedings of the agenda item. Dr. Raval informed that the members of OBE committee have trained the representatives of various constituent institutes; resulted in refining/ evolving Programme Outcomes (POs) and Programme Educational Objectives of different programmes.

The course outcomes (COs) are reviewed for all the courses and mapped with programme outcomes. The faculty members were asked to take up the teaching - learning activities in line of the set course outcomes. They are advised to draft the questions by following bloom's taxonomy.

The attainment of COs and POs has taken up by most of the institutes; moreover, the remedial actions are also proposed by few institutes to improve the PO attainment value.

Currently, the focus of the committee is to encourage and train the faculty representatives in evolving pedagogical approaches to attain programme independent POs.

Resolution:

IQAC team along with OBE team convener will review the documents of each institutes. The committee also suggested to keep ready model file for each institute.

Agenda Item No. 18.7 | For Information; Apprentice/ Internship embedded 3 years UG programmes

Proceedings:

Member Secretary requested Dr. Ashwin Makwana, Head, CDPC and HRDC to elaborate in internship embedded UG programs.

Dr. Ashwin informed that the Government of India has launched a national Education Policy (NEP) in 2020. The NEP under Chapter 16 has stressed for re-imagining the vocational education system in

the country. The Vocational Education will be integrated into all schools and higher educational institutions in a phased manner. The focus area of vocational education will be chosen based on skill gap analysis and mapping of local opportunities. For this, different models of vocational education and, apprenticeship will also be experimented by higher education.

The government in its Budget announcement 2020 has already provisioned "Apprenticeship Embedded Degree" concept and as a follow-up, UGC has already released the "Guidelines for Higher Education Institutions to offer Apprenticeship/Internship Embedded Degree Programme on 24th July 2020.

The apprenticeship/internship can also be done within the ambit of National Apprenticeship Training Scheme (NATS) operated by Boards of Apprenticeship / Practical Training (BOATs / BOPT) under the Ministry of Education, Government of India. Sector Skill Councils (SSC) and Boards of Apprenticeship / Practical Training (BOATs / BOPT) will play an important role in helping the HEIs in identifying industries for apprenticeship/internship. The SSC and BOATs / BOPT can also assist the HEIs in designing the apprenticeship/internship embedded Degree Programme in a way consistent with these guidelines.

Dr. Ashwin also informed that the constituent Institutes of CHARUSAT (I2IM, PDPIAS, CMPICA) have agreed to implement this program for BBA, BSc, BCA/BSc IT programs. I2IM has signed MoU with Management & Entrepreneurship and Professional Skill Council (MEPSC) and implemented the Apprenticeship Embedded BBA Degree programme from the 2021 batch. PDPIAS has signed MoU (awaiting to receive the copy) with Life Sciences Sector Skill Development Council (LSSSDC) and will implement it in the BSc programme from the next academic year. CMPICA already has an internship in the final semester in the BCA programme. CMPICA is in discussion with NASSCOM and BOAT to have MoU with SSC.

Resolution:

The committee appreciated the initiative undertaken at the institute level.

Agenda Item No. 18.8 | For Information; e-Governance Initiatives.

Proceedings:

The member secretary updated about the following e-governance initiatives undertaken:

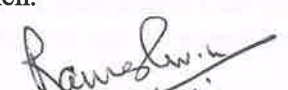
1. Refinement and implementation of "Event Organization" and "Event Organization Report" modules (including student related events like industrial/field visit, organization of expert lecture).
2. Development and implementation of "Performance Appraisal" Module (as a part of Goal Setting Module).
3. Design of "Staff/Student/Institute Achievements, Awards, and Recognition" Module.

Agenda Item No. 18.9 | Any other items with permission from the Chairman

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 shared jointly by Dr U D Patel, and Dr. Anuradha Gajjar.

- IQAC should accelerate the process of NAAC preparation for upcoming Peer Team Visit.
- University's preparedness for NEP should be presented.
- Interactions can be initiated with IQAC of other institutes/ universities.
- Feedback on the e-Governance system to be taken.


Coordinator, IQAC


Provost, CHARUSAT