

## Minutes of 19<sup>th</sup> Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT

**Date:** September 06, 2022 (Tuesday)

**Time:** 2:00pm

**Venue:** Conference Room, IIIM Building, CHARUSAT Campus

The 19<sup>th</sup> meeting of Internal Quality Assurance Cell (IQAC) was held on Tuesday, September 06, 2022, at 02:00 p.m. at Conference Room of IIIM, CHARUSAT.

Following members/invitees were present:

Sr. No.	Members	Designation
1.	Dr. R.V. Upadhyay	Provost
2.	Shri Ashok Patel	Advisor, CHARUSAT
3.	Dr. B G Patel	Advisor, CHARUSAT
4.	Dr. R M Patel	Advisor, CHARUSAT
5.	Dr. Devang Joshi	Registrar
6.	Dr. Upendra D. Patel	Professor, Civil Engineering, MSU, Vadodara
7.	Dr. Anuradha Gajjar	Professor, LMCP, Ahmedabad
8.	Dr. Atul Patel	Dean, Faculty of Computer Applications
9.	Dr. Gayatri Dave	Dean, Faculty of Sciences
10.	Dr. M. Balaganpathy	Dean, Faculty of Medical Sciences
11.	Dr. Vijay Chaudhary	Dean, Faculty of Technology and Engineering
12.	Dr. Manan Raval	Dean, Faculty of Pharmacy
13.	Dr. Bhaskar Pandya	Dean, Faculty of Management Studies
14.	Dr. Y. P. Kosta	Principal, CSPIT & DEPSTAR
15.	Dr. Palash Mandal	Principal, P D Patel Institute of Applied Sciences
16.	Dr. Anil Sharma	Principal, Manikaka Topawala Institute of Nursing
17.	Dr. Darshan Patel	Dean, Research & Principal, BDIPS
18.	Dr. Ritesh Patel	Coordinator, E-Governance
19.	Mr. Pranav Patel	Alumni Member
20.	Ms. Samini Singh	Student Member (19DRBI0001)
21.	Dr. Mayur Sutaria	Coordinator
22.	Dr. Mrunali Patel	Deputy Coordinator
23.	Dr. Aditi Buch	Deputy Coordinator
24.	Dr. Brijesh Shah	IQAC Cell Member
25.	Dr. Kawaljit Randhawa	IQAC Cell Member



Following members could not attend the meeting:

Sr. No.	Members	Designation
1.	Dr. Datta Madamwar	Scientific Advisor, CHARUSAT
2.	Shri H T Patel	BoM Member
3.	Dr. Mahesh Patel	CEO, Champion Paints
4.	Shri Ashok Patel	A B Industries, Vadodara

The Provost, CHARUSAT, formally welcomed all the members to the meeting and meeting proceeded with the planned agenda as under.

### **AGENDA, PROCEEDINGS AND RESOLUTIONS:**

**Agenda Item No. 19.1 | For Confirmation: Minutes of the 18<sup>th</sup> meeting of IQAC held on November 27, 2021.**

**Proceeding:** The minutes of the 18<sup>th</sup> meeting of IQAC were circulated to all the committee members through an email on December 02, 2021. The same was put forward for the approval.

**Resolution:** The committee confirmed the minutes of 18<sup>th</sup> IQAC meeting.

**Agenda Item No. 19.2 | For Information: Actions taken on the agenda items of the 18<sup>th</sup> IQAC meeting**

**Proceeding:** The Coordinator, IQAC, briefed about the actions taken on the agenda items of the 18<sup>th</sup> IQAC meeting.

Items	Contents	Actions/Remarks
18.1	<b>For Confirmation;</b> Minutes of the 17 <sup>th</sup> meeting of IQAC held on January 12, 2021.	<ul style="list-style-type: none"> <li>The minutes were confirmed by the committee.</li> </ul>
18.2	<b>For Information;</b> Actions taken on the agenda items of the 17 <sup>th</sup> IQAC meeting.	<ul style="list-style-type: none"> <li>Data for the NAAC 2<sup>nd</sup> cycle was submitted to the NAAC portal on July 31, 2021.</li> <li>As per the revised guidelines of NAAC, format of Academic and Administrative Audit is reviewed and revised. The process is also aligned for the capturing data through e-Governance system.</li> <li>Phase I of OBE review and implementation is accomplished.</li> </ul>
18.3	<b>For Discussion;</b> NAAC Application and preparations for the 2 <sup>nd</sup> Cycle.	<ul style="list-style-type: none"> <li>Visit of Institute/Department as well as Cells/Centers/General Service Departments were carried out to review as well as align the preparation with four major dimensions (i) documents compilations and preparation of files (ii) Interactions (iii) physical visits to the facilities and (iv) displays.</li> </ul>

Items	Contents	Actions/Remarks
18.4	<b>For Discussion;</b> AAA for AY 2019-20 and 2020-21.	<ul style="list-style-type: none"> <li>As resolved in the meeting, Academic and Administrative Audits of constituent institutes/ departments were carried out in the online mode by inviting national experts.</li> </ul>
18.5	<b>For Information;</b> AQAR preparation for AY 2020-21.	<ul style="list-style-type: none"> <li>The AQAR was placed in Governing Body meeting held on April 21, 2022, for approval, and subsequently was submitted in the NAAC HEI Portal.</li> </ul>
18.6	<b>For Discussion and Information;</b> Review of Outcome Based Education.	<ul style="list-style-type: none"> <li>Road map of the OBE Phase II implementation has been charted and communicated to all institute by Convener, OBE Committee.</li> <li>OBE and IQAC team reviewed the documents of each institute as a part of NAAC Preparations.</li> </ul>
18.7	<b>For Information;</b> Apprentice/ Internship embedded 3 years UG programmes	<ul style="list-style-type: none"> <li>Constituent Institutes of CHARUSAT (I2IM, PDPIAS, CMPICA) have already initiated and undertaken MoUs to implement this in BBA, BSc, BCA/BSc IT programs.</li> </ul>
18.8	<b>For Information;</b> e-Governance Initiatives	<ul style="list-style-type: none"> <li>Development and implementation of "Performance Appraisal" Module (as a part of Goal Setting Module).</li> <li>Design of "Staff/Student/Institute Achievements, Awards, and Recognition" Module.</li> </ul>
18.9	Any other items with permission from the chair.	<ul style="list-style-type: none"> <li>Status of NEP implementation at CHARUSAT was reviewed and reported to Govt. of Gujarat.</li> </ul>

**Resolution:** All actions taken were noted and endorsed by the committee.

**Agenda Item No. 19.3 | For Discussion: NAAC 2<sup>nd</sup> Cycle Assessment and Outcome (grade declared and appeal).**

**Proceeding:** The Coordinator, IQAC, briefed that the NAAC peer team visited CHARUSAT during February 9-11, 2022. The result was declared on February 15, 2022.

The CHARUSAT was awarded Grade "A" with an overall CGPA of 3.19, where in CGPA of quantitative metrics is 3.23 and CGPA of qualitative metrics is 3.07.

Coordinator, IQAC, also briefed about the several gaps observed in assessment outcomes. Thus, reassessment appeal was filed on March 31, 2022. Appeal covers gaps observed in 2 quantitative metrics and 10 qualitative metrics.

He further elaborated that the CHARUSAT appeal against the NAAC grade awarded was presented in the 71<sup>st</sup> Appeals Committee meeting convened online on Monday, May 09, 2022 (Face-to-face mode had been converted to online mode due to fourth wave of COVID 19) and that Appeals' Committee, after thorough examination of all the relevant documents, made recommendation for Re-Visit of CHARUSAT to the Executive Council (EC) of NAAC.

Subsequently, based on approval of EC, re-visit by a separate NAAC peer team was conducted during July 07-09, 2022, for re-evaluation of qualitative metrics. The re-evaluation result was declared on July 12, 2022.

Now, CHARUSAT has been awarded Grade "A+" with an overall CGPA of 3.26, where in CGPA of quantitative metrics is 3.23 and CGPA of qualitative metrics is 3.35. Criteria-wise scores are presented below. Coordinator, IQAC, acknowledged the support received from all stakeholders.

Criterion	Weightage (A)	Weighted Marks (B)	CGPA (B/A)
<b>Criterion I – Curricular Aspects (150)</b>	150	465	3.10
<b>Criterion II – Teaching-Learning and Evaluation (200)</b>	200	633	3.17
<b>Criterion III – Research, Innovations and Extension (250)</b>	250	760	3.04
<b>Criterion IV – Infrastructure and Learning Resources (100)</b>	100	375	3.75
<b>Criterion V - Student Support and Progression (100)</b>	100	374	3.74
<b>Criterion VI – Governance, Leadership and Management (100)</b>	100	322	3.22
<b>Criterion VII – Institutional Values and Best Practices (100)</b>	100	331	3.31
<b>Overall</b>	<b>1000</b>	<b>3260</b>	<b>3.26 (Grade A+)</b>

**Resolution:** Committee appreciated the 'A+' NAAC grade received by the University and suggested to focus on the aspects where low score was obtained.

#### **Agenda Item No. 19.4 | For Discussion: NAAC Peer Team Report- SWOC and Recommendations.**

**Proceeding:** Dr. Aditi briefed about Peer Team Report and presented criteria-wise observations derived based on SWOC, recommendations given by peer team in the PTR as well as interactions during the visit.

The Registrar suggested to set minimum target based on the benchmarking and past performance in each metric. He also suggested to identify the low scoring criteria/areas and urged the HoDs/HoIs to plan for the improvement.

Prof. Y. P. Kosta suggested to have periodic circulation and measurement of the progress. He also suggested to organize more number of training programs on OBE for larger groups of faculty members.

Dr Anuradha Gajjar suggested that IQAC-CHARUSAT may identify several themes around which it may organize various events annually. She also suggested to prepare an action plan to comply with the recommendations given by NAAC peer team.

Prof. U. D. Patel suggested to explore the possibility to offer more skill based courses. He emphasized to encourage SCI journal publications by rewarding the individuals. He also suggested to promote interdisciplinary research/collaborations under Indian Knowledge System to adopt and align with the NEP. Phase-wise planning of NEP initiatives was also recommended and the same was endorsed by Dr

Atul Patel. He also suggested to display Codes of Conduct in public areas. With respect to IQAC functions, he suggested to map various outcomes/outputs with IQAC initiatives.

**Resolution:**

IQAC to prepare the action plan based on the recommendations given by the NAAC peer team.

**Agenda Item No. 19.5 | For information and Discussion: AQAR Submission and Conduction of Academic and Administrative Audits**

**Proceeding:** Co-ordinator, IQAC briefed that the AQAR, as per the revised format for AY2020-21, has been submitted to NAAC HEI Portal, after due approval from BoM. Initiatives and steps taken by the University towards overall growth and development were briefly discussed. The committee members were also informed about the recently added updates in AQAR format with respect to NEP and our submission towards it based on the inputs given by the university to Government of Gujarat. Further it was shared that IQAC-CHARUSAT has already begun the preparations of AQAR for AY2021-22.

The committee members were also briefed about the revisions in the AAA forms (AY2022-23) as well as planning of the AAA of the constituent institutes for AY2021-22 and their schedule during the last week of September 2022 in physical mode by inviting renowned national experts. This initiative of inviting external experts with elaborate experience in NAAC assessment was appreciated.

**Resolution:** Committee noted the plan for AQAR submission (AY2021-22). Revisions in AAA forms (AY2022-23) have been noted and accepted.

**Agenda Item No. 19.6 | For information and Discussion: Review of Outcome Based Education.**

**Proceeding:** Prof. Manan Raval, Convener, OBE committee, briefed that the Phase I of OBE review and implementation is accomplished. Organization of a specialized training session (Workshop on OBE) as a part of Phase-II, to train selected faculty members in curriculum development and competency evaluation (assessment) part, was also discussed. Dr. Raval also informed that the road map of the OBE Phase II implementation has been charted and communicated to all institutes.

**Resolution:** Committee noted the road map of OBE implementation in Phase II and suggested to train teachers for activity-based initiatives under OBE.

**Agenda Item No. 19.7 | For Information: e-Governance Initiatives.**

**Proceeding:** Prof. Ritesh Patel, Coordinator, e-Governance briefed about the following initiatives undertaken:

1. Design, Development and implementation of "Accreditation" Module. At present, already available data in the e-governance system are fetched as per AAA and NAAC requirement.
2. Implementation of "Student Participation and Achievement/Award" Module.
3. Implementation of "Lesson Planning" Module.
4. Design of "Employee Achievement/Award" Module.

He also shared about the feedbacks and requests for developing e-Governance modules, as received from several stakeholders (cells/centres)

**Resolution:** Committee noted the e-Governance initiatives and suggested to plan development of other plausible data modules in e-Governance in consultation with IQAC.

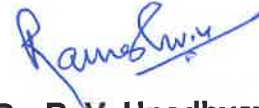
**Agenda Item No. 19.8 | Any other items with permission from the Chairman**

The Provost, CHARUSAT, invited additional suggestions from the committee members for discussion and review. Following inputs were obtained

1. Staff and students' development activities should be formalized under IQAC, CHARUSAT, such that its planning and execution is in alignment with the IQAC guidelines
2. Prof. U D Patel emphasized upon the need of extending due support and hand holding to facilitate successful achievement of the set targets.



**Dr. Mayur Sutaria**  
Coordinator, IQAC- CHARUSAT



**Dr. R. V. Upadhyay**  
Provost, CHARUSAT