Minutes of 20th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT

Date: January 10, 2024 (Wednesday)

Time: 3:00 pm

Venue: Conference Room, CMPICA Building

The 20th meeting of Internal Quality Assurance Cell (IQAC) was held on Wednesday, January 10, 2024, at 03:00 p.m. at Conference Room, CMPICA Building.

Following members/invitees were present:

1.	Dr R V Upadhyay	Provost, CHARUSAT
2.	Dr Atul Patel	Registrar & Dean, Academics , CHARUSAT
3.	Dr. B G Patel	Advisor of CHARUSAT
4.	Dr. Yogeshwar Prasad Kosta	Director, Research Centers of CHARUSAT
5.	Dr. Shailesh Khant	Associate Dean, Research
6.	Dr. Vijay Chaudhary	Dean, Faculty of Technology and Engineering
7.	Dr. Bhaskar Pandya	Dean, Faculty of Humanities
8.	Dr. Sanskruti Patel	Dean, Faculty of Computer Applications
9.	Dr. Gayatri Dave	Dean, Faculty of Sciences
10.	Dr. Samir Patel	Dean, Faculty of Pharmacy
11.	Dr. Reshma Sable	Dean, Faculty of Management Studies
12.	Dr. Dhruv Dave	Dean, Faculty of Medical Sciences
13.	Dr. Trushit Upadhyaya	Principal, Chandubhai S Patel Institute of Technology
14.	Dr. Manan Raval	Principal, Ramanbhai Patel College of Pharmacy
15.	Dr. Binit Patel	Principal, Indukaka Ipcowala Institute of Management
16.	Dr. Dharmendra Patel	Principal, Chandaben Mohanbhai Patel Institute of Computer Application
17.	Dr. Abhishek Dadhania	Principal , P. D. Patel Institute of Applied Science
18.	Dr. Balaganapathy Muruganantham	Principal, Ashok & Rita Patel Institute of Physiotherapy
19.	Dr. Anil sharma	Principal, Manikaka Topawala Institute of Nursing
20.	Prof. Kamalnayan Joshipura	Retired Professor, S.P. University
21.	Mr. Manish Nandpal	Student Member
22.	Dr. Mayur Sutaria	Coordinator, IQAC
23.	Dr. Mrunali Patel	Deputy Coordinator, IQAC

24.	Dr. Aditi Buch	Deputy Coordinator, IQAC
25.	Dr. Kawaljit Randhawa	IQAC Member
26.	Mr. Punit Patel	IQAC Member
27.	Mr. Satayu Travadi	IQAC Member
28.	Ms. Gargi Sojitra	IQAC Member

Following members could not attend the meeting:

1.	Shri H T Patel	BoM Member
2.	Shri Ashok Patel	Advisor of CHARUSAT
3.	Dr. Datta Madamwar	Scientific Advisor of CHARUSAT
4.	Dr. Hemant Kumar	Principal_BDIPS
5.	Mr. Pranav Patel	Alumni Member
6.	Shri Nilesh Ranpura	Director Engineering- ASIC Einfochips
7.	Prof. Kalpesh. H. Wandra	Pro Vice-Chancellor, RRU
8.	Dr. S. M Shah Director	Narsinhbhai Institute of Computer Studies and Management, Kadi

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. 20.1 | For Confirmation; Minutes of the 19th meeting of IQAC

Proceeding: The minutes of the 19th meeting of IQAC were circulated to all the committee members through an email on September 15, 2022. The same was put forward for the approval.

Resolution: The committee confirmed the minutes of 19th IQAC meeting.

Agenda Item No. 20.2 | For Information; Actions taken on the agenda items of the 19th IQAC meeting

Proceeding: The Coordinator, IQAC, briefed about the actions taken on the agenda items of the 19th IQAC meeting.

Items	Contents	Actions/Remarks
19.1	**For Confirmation;** Minutes of the 18th meeting of IQAC.	• The minutes were confirmed by the committee.
19.2	**For Information;** Actions taken on the agenda items of the 18th IQAC meeting. • NAAC Application and preparation for the 2nd Cycle. CHARUSAT has been awarded grade "A+" with 3.26 CGPA. • Outcome-Based Education and New Education Policy, HRDC organized a 05-days Faculty Development Program for Teaching Faculty Members under the theme, "Outcome Based Education" during 27th June 2022 to 1st July 2022 and received a good response from participants across the institutes. • e-Governance Initiatives, development of "Performance Appraisal" Module (as a part of Goal Setting Module) and "Student Participation and Achievement/Award" Module has been carried out.	
19.3	**For Discussion;** NAAC 2nd Cycle Assessment and Outcome (grade declared and appeal) Committee suggested to focus on the aspects where there is scope for improvement. In this connection, following activities were carried out: • Review of stakeholders' feedback collected, analyzed and actions taken by constituent institutes. • Review and amendment in Campus Discipline and Surveillance committee to monitor and oversee implementation of Code of Conduct at the University for students, teachers, non-teaching staff and other stakeholders. • Development of CHARUSAT Credit Transfer Policy. • Circulating the guidelines for appreciating the employees and students in Annual Day celebration by constituent institutes • A guiding note forwarded to the university for strengthening and accreditation of General Campus Facilities/ Infrastructure. • A guiding note forwarded to Dean, Research to encourage on-campus research by facilitating research activities carried out by students and faculty members. • Preparation of guidelines and development of booking mechanism to optimize the utilization of CHARUSAT studio for preparation of video resources. • Analysis of attrition rate and report submitted to the Registrar. • Initiation of performance based incentives to staff members. • Review and amendment in goal statement and performance appraisal mechanism.	
19.4	**For Discussion;** NAAC Peer Team Report- SWOC and Recommendations.	• University and institute level benchmarks are defined considering available infrastructure and human resource. • Action points are also provided in the audit report. This will the discussed in the Agenda Item No. 20.5.
19.5	**For information and Discussion;** AQAR Submission and Conduction	• Academic and Administrative Audits of constituent institutes for AY 2021-22 were carried out 26-30 September, 2022 by inviting following renowned experts.

	of Academic and Administrative Audits.	1. Prof. B. G. Mulimani 2. Prof. S. K. Saidapur 3. Prof. S. Ravichandra Reddy • AQAR for AY 2021-22 was submitted on the NAAC portal on 28/07/2023
19.6	**For information and Discussion**; Review of Outcome Based Education.	• Road map of the OBE Phase II implementation has been communicated to all institute by Convener, OBE Committee. • Constitute institutes have organized Workshop focusing on strengthening Outcome-Based Education and institutional best practices in line with New Education Policy during May-August 2023.
19.7	**For Information**; e-Governance Initiatives	• Strengthening of "Accreditation" Module. • Development of "Employee Achievement/Award" Module. • Review of "Lesson Planning" Module.

Resolution: All actions taken were noted and endorsed by the committee. The practice of undertaking Academic and Administrative Audit (AAA) of the university through external expertise was appreciated.

Agenda Item No. 20.3 | For Discussion: CHARUSAT Curriculum and Credit Framework (aligned with NEP and UGC/AICTE guidelines).

Proceeding:

The coordinator-IQAC shared the details of the proposed CHARUSAT Curriculum and Credit Framework for UG Programmes (**Annexure I**). and its alignment with various guidelines and frameworks proposed at national/state level towards effective implementation of NEP-2020. The major aspects covered are as under:

➢ Recommendation to offer course baskets to the students to choose *Major Courses, Minor (interdisciplinary) Courses, Multidisciplinary Courses, Skills Enhancement Courses, Ability Enhancement Courses, and Value Added Courses*.

➢ Definition of one academic year to be of minimum 40 Credits and Credit-wise engagement hours.

➢ Defining the notional learning hours while framing the curriculum, as suggested in National Credit Framework (NCrF) - Each academic year to comprise of minimum 1200 notional learning hours with inclusion of diverse elements of experiential learning.

➢ Guidelines for Multiple Entry and Exit options to the students; Re-entry within the stipulated maximum period.

➢ Model structure and components of curricula for UG programs.

➢ Letter grades and Grade Point system applicable

Resolution:

The CHARUSAT Curriculum and Credit Framework was approved and accepted as proposed. The major dimensions for its effective implementation are as under.

- ➤ A typical four year UG program at CHARUSAT shall comprise of minimum 160 to maximum 176 academic credits, with each academic year comprising of minimum 40 credits.
- ➤ The existing curriculum layout shall be redesigned/restructured/refined to include diverse course baskets, curriculum components, learning components and shall indicate notional learning hours as per the proposed framework
- ➤ Availability of the multiple entry/exit options shall be defined by each faculty; however, its implementation shall be as per the proposed university framework.
- ➤ The professional programs requiring compliance with respective regulatory councils/bodies, may avail necessary exemptions/modifications in the proposed framework with due approvals from the university.

Agenda Item No. 20.4 | For Discussion: Inclusion of 2 credits course on Community Service/ NSS/ NCC/ Sports; and provision to earn extra credits based on undertaking Research/ Academic/ Cultural/ and other Developmental activities.

Proceeding:

The Coordinator-IQAC emphasized on the need to focus on the holistic education, an aspect extensively endorsed by NEP-2020. With a reference to the existing curricula offered at CHARUSAT, he further shared that the component of 'Value-added Courses' could be enriched to include alternatives that could contribute to the holistic development of the students.

In light of this, it was proposed to include a 02 credit Course on Community Service/ NSS/NCC/Sports in the existing curriculum structure. It was further discussed that it would be compulsory for all the students to earn the 02 credits; however, it shall bear no external evaluation. The course performance could be graded through various components of continuous evaluation.

In continuation with the above, the proposed provision to earn extra credits based on Research/ Scientific Contributions/ Cultural Activities/ Summer and winter Schools or training other than curriculum/ MOOCs with certificate other than curriculum/ Student club activities etc. was discussed. It was emphasized that the extra credits could help in fuller realization of the *Graduate Attributes* laid down by the university as well as could serve as an important ingredient facilitating the progression and recognition of the fast learners.

Prof. K N Joshipura endorsed the concept of strengthening the university initiatives for community services. Prof. Y P Kosta suggested that the proposed structure for offering extra-credits should be implemented as it is for initial 2-3 years and then be amended if and as required. The Provost, CHARUSAT suggested parameters/components bearing extra credits may vary faculty-wise.

Resolution:

➤ The proposal to include **02 Credit course on Community Service/ NSS/ NCC/ Sports** as a compulsory course in the existing curricula offered across all UG programs at CHARUSAT, was approved. The **NSS coordinator, NCC coordinator and University Sports Officer** shall workout the exact modalities for awarding two credits for **Community Service/ NSS activities, NCC activities and Sports activities** respectively and submit the guiding policies to the **Member Secretory** of the **Committee for Implementation of National Education Policy** at least 2 month prior to the commencement of the **AY 2024-25** for approval. It is a mandatory for all UG students to undertake this course in the first two years of the study and the course shall not account to overall CGPA.

➤ The provision of **extra credits** was endorsed by all committee members. Deans shall workout the exact modalities and prepare guiding policy for awarding the extra credit. For maintaining the uniformity in the broader sense it is informed to identify the activities from the below given master list for awarding the extra credits. The weightage of the activities shall be finalized by the respective institutes looking at their graduate attributes requirements.Accordingly, the guiding policy is to be submitted to the **Member Secretory** of the **Committee for Implementation of National Education Policy** at least 2 month prior to the commencement of the **AY 2024-25** for approval.

➤ The policies shall be periodically reviewed and amended as needed.

Table: Suggestive Activities Categories

Categories	Activities
Outstanding Contributions in Research/Innovation/Entrepreneurship/IPR **Graduate Attributes aligned:** 1) Academically Excellent 2) Interdiscplinary knowledge	**SSIP/ Start-up/ Innovation ventures**
	Patents/ Copyrights
	Product/ Services development
	Research Publications (Original research work/ Rreview article in WoS/ Scopus/ UGC-CARE listed journals)
	Participation in Technical/ Scientific Events a) Workshops/ Conference/ Symposia b) Innovation fests/ Expo/Ideathons etc
Academic Skill & Ability Enhancement Initiatives **Graduate Attributes aligned:** 1) Academically Excellent 2) Individually Excellent and Committed	**MOOCs (other than curriculum) (Swayam/ NPTEL/ Other Equivalent; including IKS related courses)**
	Summer/ Winter Schools (other than curriculum)
	Competitive Examinations
Leadership, Institutional Management and Value-additions	**Student Council Activities including** Students' Club/ Chapter, Students' magazine team, Organize technical/ scientific events, other equivalent activities

Categories	Activities
Graduate Attributes aligned: 1) Attuned to cultural diversity2) Active Global Citizens3) Individually Excellent and Committed4) Leaders in Communities	**Representation in cultural activities**
	Student participation in the development/ functioning of the institute/ university

Agenda Item No. 20.5 | For Information, Academic and Administrative Audit 2022-23

Proceeding:

The Coordinator-IQAC informed that Academic and Administrative Audits (AAA) of constituent institutes for AY 2022-23 was conducted in October 2023. Several key observations derived from these audits were highlighted in the context of the pursued aim to receive 'A++' grade in the 3rd cycle of NAAC accreditation. The academic, faculty, student and research aspects requiring strengthening were discussed **(Annexure II)**. It was further shared that institute-wise parameter-wise targets have been set and communicated as a part of AAA review reports.

In this direction, The Provost, CHARUSAT specifically recommended to (i) develop online courses/e-content and preferably launch them on SWAYAM or equivalent portal (ii) create repository of recordings of the guest/expert lectures conducted (iii) target and pursue NBA accreditation wherever applicable (iv) enhance research outputs through calculated measures

Resolution:

The committee noted the AAA recommendations and endorsed the need to undertake diligent measures to address the same.

Agenda Item No. 20.6 | For Discussion: Policy on Awarding Honorary Doctorate Degree

Proceeding:

The Coordinator-IQAC shared the ideology and purpose underlying the proposal to award an Honorary Doctoral Degree to the individuals who have made exceptional contributions to the society, academia, or the university.

The policy **(Annexure III)** on awarding the following honorary doctorate degrees was presented.

- **Doctor of Divinity (D.D.):** Outstanding services or scholarship in the Religious Community.
- **Doctor of Arts (D.Arts):** Outstanding achievement in Design, Architecture, Sports, Visual and Performing Arts.
- **Doctor of Science (D.Sc.):** Outstanding achievement in the pure and applied research in Science, Medicine, Agriculture, Engineering and Technology.
- **Doctor of Humanities (D.Hum.):** Outstanding achievement in the Social Sciences and/or for Significant Contributions in Environmental and Social Activities at the local, national, or international levels.
- **Doctor of Laws (LL.D.):** Outstanding achievement in the Law, Public Service, Public Policy, Business and Entrepreneurship.

Resolution:

The committee noted and endorsed the policy to award the proposed honorary doctorate degrees.

Agenda Item No. 20.7 | For Discussion: Policy on Guru - A Margdarshak Award

Proceeding:

The Coordinator-IQAC shared the university initiative towards acknowledging and appreciating the passion and efforts of faculty members invested in evolving quality teaching-learning-mentoring practices yielding significant impact on the students' learning experiences and personal development.

A draft policy on Guru - A Margdarshak Award (**Annexure IV**) was discussed. It was shared that the awards will be determined based on student nominations, utilizing an e-Governance system for data normalization and analysis to ensure fairness and objectivity. The teacher with highest score from each institute/ department (in case of CSPIT, DEPSTAR, and PDPIAS) will be recognized for excellence in the teaching-learning-mentoring activities. The awards will be announced for both odd and even semesters.

Resolution:

The committee members are asked to critically review the policy and provide the suggestions. CHARUSAT-IQAC will review the suggestions and amend the policy as deem fit.

Agenda Item No. 20.8 | For Discussion: Amendment in the Policy for Employee Development and Research Support Schemes
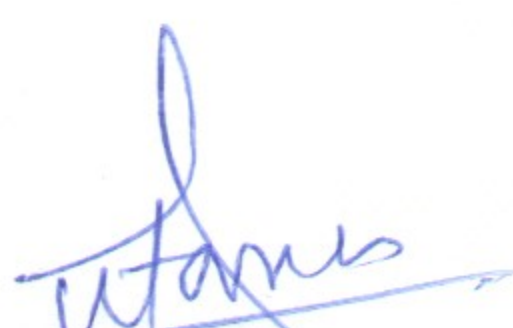
Proceeding:

The Coordinator-IQAC shared the amendments made in the existing policy for Employee Development and Research Support Schemes (**Annexure V**) to facilitate all the employees (teaching, non-teaching, and administrative cadres of CHARUSAT) willing to seek financial assistance from the university. The scope of amendments included

1. Support for Participation in Events.
2. Financial Support for Open Access Publication of Scholarly Work.

He further shared that the proposed amendments were largely meant to encourage employee participation in developmental and research activities to enhance their professional and academic standing.

Resolution:

The committee members are asked to critically review the policy and provide the suggestions. CHARUSAT-IQAC will review the suggestions and amend the policy as deem fit.

Coordinator,
IQAC- CHARUSAT

CHARUSAT Curriculum and Credit Framework- 4 year UG Programs
(Total Credits: 160 to 176)

1. Introduction

The NEP 2020 states, "Assessments of educational approaches in undergraduate education that integrate the humanities and arts with Science, Technology, Engineering and Mathematics (STEM) have consistently shown positive learning outcomes, including increased creativity and innovation, critical thinking and higher-order thinking capacities, problem-solving abilities, teamwork, communication skills, more in-depth learning and mastery of curricula across fields, increases in social and moral awareness, etc., besides general engagement and enjoyment of learning".

Further, it also recommends that "the undergraduate degree will be of either 3 or 4-year duration, with multiple exit options within this period, with appropriate certifications, e.g., a UG certificate after completing 1 year, a UG diploma after 2 years of study, or a Bachelor's degree after a 3-year programme. The 4-year multidisciplinary Bachelor's programme, however, shall be the preferred option since it allows the opportunity to experience the full range of holistic and multidisciplinary education in addition to a focus on the chosen major and minors as per the choices of the student".

In accordance with the NEP 2020, the CHARUSAT has aligned Curriculum and Credit Framework for UG Programmes by offering the course basket to the students to choose Major Courses, Minor (interdisciplinary) Courses, Multidisciplinary Courses, Skills Enhancement Courses, Ability Enhancement Courses, and Value Added Courses. This will facilitate students to pursue their career path by choosing the subject/field of their interest.

2. Features of the Curriculum and Credit Framework

The curriculum framework will have the following features:
- Flexibility to move from one discipline of study to another at the end of 1st year (including within university transfer), subjected to the availability.
- Opportunity to choose the courses, based on interest and skills in all disciplines.
- Facilitating multiple entry and exit options with UG certificate/UG diploma/or UG degree depending upon the number of credits secured.
- Inter-university transfer mechanism to enable multi/ inter-disciplinary learning.
- Flexibility and support to switch to an alternative mode of learning (Offline, ODL, online, and hybrid mode of learning)
- Include skill based (Vocational) education in mainstream education.
- Efficient evaluation mechanism to judge skills not memory.

- Appropriate proportion of duration to be allocated for practical, lab-based activities, assignments, group discussions, flipped class arrangements, etc.
- Develop and offer the pool of courses under each courses category of Major/ Minor (interdisciplinary)/ Multidisciplinary/ SEC/ AEC/ VAC to the students which may be of single discipline or multidiscipline (combination of two or more discipline) specific courses. Student shall have option to choose courses.
- Faculties must be skilled in at least one new field (IKS, Language, Vocational Course, Value Added Course, Ability Enhancement Course, Skills Enhancement Course)

3. Semester and Summer Term

A semester comprises 90 working days and an academic year is divided into two semesters.

A summer term is for eight weeks during summer vacation. Internship/ apprenticeship/ work-based vocational education and training can be carried out during the summer term, especially by students who wish to exit after two semesters or four semesters of study. Regular courses may also be offered during the summer on a fast-track mode to enable students to do additional courses or complete backlogs in coursework. The constituent institutes can decide on the courses to be offered in the summer term depending on the availability of faculty and the number of students.

4. Credits and Notional Learning Hours

One academic year of 40 Credits shall be equivalent to minimum 1200 notional learning hours; to be achieved through 02 semesters (~600 notional learning hours each).

Each semester comprises of minimum 20 credits. The actual number of courses and the corresponding credit distribution across each semester may be defined in a discipline specific manner. Each academic year/ semester should preferably comprise of all the major learning components viz. Theory, Tutorial, Practical/ Laboratory Work, Internship/ Apprenticeship, Seminar, Studio Activity*, Field Work, Project, Community/National Service, Posting/ Training etc.

Table 1: Learning Component-wise Engagement Hours per Credit

Learning Components*	Number of hours engagement per week for 1 credit	Total number of hours engagement per semester (15 weeks) for 1 credit
Theory/ Advanced Skill based Courses	1	15
Tutorial	1	15
Practical/ Laboratory Work	2	30
Case-studies, Group Discussions, Surveys	2	30
Internship; Apprenticeship; On-the-Job Training; Vocational Training; Professional training; Research Projects/Dissertation	2	30

Voluntary Community/National Services	2	30
Clinical training/Clinical postings	2	30

4.1 Notional Learning Hours

For a particular course the curriculum can be designed to include pedagogical elements like classroom, laboratory (practical) and experiential learning, as required to deliver the course content, impart required skills and values as well as realize the learning outcomes.

The *Notional learning hours* means the number of hours that a learner spends to achieve the specified course outcomes. In addition to direct contact hours, the average time spent towards experiential learning components shall also contribute to the calculation of the notional learning hours. These components shall be defined while framing the curriculum.

4.2 Experiential learning

Experiential learning is a process that engages the students into "learning-by-doing" and reflecting upon the experience. The objective is to largely improve the cognitive and interpersonal skills as well as inculcate the practice of peer learning and observation-based learning.

The elements of experiential learning could include but not limit to
- Innovation and research projects
- Case-studies, Group Discussions, Surveys
- *Internship; Apprenticeship; On-the-Job Training; Vocational Training; Professional training
- Voluntary Community/National Services
- Clinical training/Clinical postings
- Field work, On-site visits, Industrial Visits
- Class tests and Quizzes
- Assignments and Tutorials
- Seminars and Presentations
- Report writing and submission
- Participation at scientific/technical activities
- Any other equivalent component as identified by the institute/department

Preferably to be executed through formal MoUs with the industry/knowledge partner

4.3 Model Teaching Scheme

For implementing the credit framework, each course should have defined direct contact hours and experiential learning hours, accounting to maintain minimum 1200 notional learning hours in a year. A model template for presenting the teaching scheme is as illustrated in Table 2.

Table 2: A Model Teaching Scheme

Year	Course Name	Course Code	Teaching Scheme (L-T-P)	Credits	Instruction/ Contact hours	Experiential learning hours	Total Notional hours	Exit Option- Certification
1st year of UG	Course 1		4-0-2	5	90	15	105	UG-Certificate in XXXX (Student must have accomplished 4 Credits summer internship or 4 credits skill enhancement courses)
	Course 2		3-0-2	4	75	20	95	
	Course 3		0-0-4	2	60	20	80	
	. . .							
	Course 10		3-1-0	4	60	30	90	
	Total			44	1000	250	1250	
2nd year of UG								

5. Credits Assignment for Additional Learning Hours

Any additional program/course undertaken by a student/learner beyond the prescribed 1200 learning hours or beyond the purview of the course syllabus shall be considered for assignment of additional credits that can be earned by the student/learner. Such programs could include academic courses, vocational courses, industry based trainings etc. run either directly by the institution, through the industry/ organization or any other. Hence, depending on the interest, talent and learning pace, a student may earn additional credits to enhance his/her competencies. This provision will enable the student to undertake the programs with dual degree/dual Qualification as notified by UGC/ permitted by NCVET.

6. Multiple Entry and Exit System

6.1 Admission/ Entry Guidelines
Students shall meet the entrance requirements for admission, re-entry and lateral entry from other institution as the case may be.

- The admission will be merit based as notified by the university.
- Student enrolment shall be determined based on available academic and physical facilities, following the student-teacher and teaching-non-teaching staff ratio, laboratory, and library facilities.
- The in-take capacity will be determined well in advance by the university/ institution through its academic bodies. This information will be incorporated in the admission brochure and made available on the institutional website.
- Students who have successfully completed Grade 12 OR its equivalent shall be eligible for admission in the first year of UG programme.
- For entry at subsequent years, institute shall define eligibility criteria well in-advance

- At each entry, Institution/ University has to identify the educational gaps/ skill gaps and suitable bridge courses may be offered.
- Depending upon the available resources, Institute may reserve seats for lateral entrants to the second year/ third year/ fourth year of a first-degree programme.
- The lateral entry will be valid for those students who has either:
  a) Successfully completed the first year/ second year/ third year of the same programme in any other institution, or
  b) Already successfully completed a first-degree programme and wish to pursue another first-degree programme in a related subject.

6.1.1 Re-entry in same or different institutions

Students who are opting for exit at any level, shall re-enter the institution to complete the UG Degree, where they had left off. They can re-enter in the same or other HEIs within three years of exit and complete the degree programme within the stipulated maximum period of seven years from the date of admission to UG programme.

Example: Mr. Ankur joined to pursue B.Sc. (Life Science) in the year 2023 in CHARUSAT for four years UG Degree program. In the year 2024, he planned for some skills-based education or employment, and he left the institution after accumulation of 44 credits including 4 credits of summer internship (Mr. Ankur will get awarded with UG Certificate in Life Science).

After three years, Mr. Ankur decides to continue his academic journey. Now he can re-join in the second year of study in the year 2026 either at CHARUSAT or another institution, based on UG Certificate and the eligibility criteria of the concerned institutions.

6.1.2 Lateral entry in different institutions

A student who wants to change the institution in continuation of academic year, he/she can change the institution based on minimum 70% matching of course curriculum and meet the entrance requirements, availability of seats and admission & fees regulations of the institution. All other conditions will be applicable to complete the programme.

6.2 Exit Guidelines- Awarding UG Certificate, UG Diploma, and Degrees

Skill component with progressive enhancement in skills in respective disciplines shall be introduced in the curriculum right from the 1st year of the program to ensure the student employability after every exit (refer Table 3).

6.2.A. Exit after First Year

Award: UG Certificate in XXXX

Student must undertake a 4-Credits summer internship before commencement of 2nd year. This shall require 120 hours engagement in the relevant

industry/organization. Student shall have an option to continue the 2nd year onward study.

In lieu, student can undertake 4 credits skill enhancement course as defined and facilitated by the offering department/institute. For example, it shall be ITI level courses for engineering disciplines.

The student shall be awarded with "UG Certificate in XXXX", with redemption of credits from ABC. Total credits redemption shall be 1st year credits + 4 credits earned in summer.

Students may be permitted to take a break from the study during the period of study but the total duration for completing the programme shall not exceed 7 years. If student wishes, he/she shall be allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.

6.2.B. *Exit after Second Year*

Award: UG Diploma in XXXX

Student must undertake a 4-Credits summer internship before commencement of 3rd year.   This shall require 120 hours engagement in the relevant industry/organization. Student shall have an option to continue the 3rd year onward study.

In lieu, student can undertake 4 credits skill enhancement course as defined and facilitated by the offering department/institute. For example, it shall be Diploma level courses for engineering disciplines.

The student shall be awarded with "UG Diploma in XXXX", with redemption of credits from ABC. Total credits redemption shall be 1st and 2nd year credits + 4 credits earned in summer.

Students may be permitted to take a break from the study during the period of study but the total duration for completing the programme shall not exceed 7 years. If student wishes, he/she shall be allowed to re-enter the degree programme within three years and complete the degree programme within the stipulated maximum period of seven years.

6.2.C. *Exit after Third Year*

Award: UG Degree in XXXX; Eg. B.Sc in Life Science

The student shall be awarded with "UG Degree in XXXX", with redemption of 3 years' credits from ABC. Students exiting 4-year Professional UG degree programmes at the end of the 3rd year shall be given the degree as per guidelines of the regulatory bodies/ authorities. Say, B.Voc degree in case of the engineering disciplines.

Student can opt either for placement OR continue study in Honors/ Honors with research OR 2 year PG Program depending upon the eligibility criteria defined by offering department/ institute.

6.2.D. *Exit after Fourth Year*

Award: UG Honors Degree in XXXX; Eg. B.Sc Honors in Life Science

Student shall be awarded with "UG Honors/Honors with Research Degree in XXXX", with redemption of 4 years' credits from ABC.

In case of 4-year Professional UG degree programmes, degrees as per guidelines of the regulatory bodies/ authorities shall be awarded.

The student can opt either for placement OR continue study 1-year PG Program depending upon the eligibility criteria defined by offering department/ institute.

Table 3: Entry and Exit Qualifications along with Credit Requirements

ACADEMIC LEVEL	ENTRY QUALIFICATION *	EXIT QUALIFICATION AND CREDITS REQUIRED	NATIONAL CREDIT LEVEL (NCrF)
UNDER GRADUATE 1st year	12th or equivalent state of education or equivalent vocational training with level 4	UG Certificate will be awarded *Minimum 40 credits followed by an exit 4-credit skills enhancement course*	4.5
UNDER GRADUATE 2nd year	12th or equivalent state of education + UG Certificate + Screening based on discipline Specific Prerequisite/written test	UG Diploma will be awarded *Minimum of 80 credits followed by an exit 4-credit skills enhancement course*	5
UNDER GRADUATE 3rd year	12th or equivalent state of education + UG Diploma + Screening based on discipline Specific Prerequisite/written test	Bachelor Degree will be awarded *Minimum of 120 credits*	5.5
UNDER GRADUATE 4th year	Bachelor's Degree (3 year) + Screening based on discipline Specific Prerequisite/written test	Bachelor's degree (Honors/ Honors with Research); *Minimum of 160 credits, with minimum of 40 credits each at level 4.5, 5, 5.5 and 6 of the NHEQF*	6.0
POST GRADUATE DIPLOMA Or 1st year of PG program	Bachelor's Degree (3 year) + Screening based on discipline Specific Prerequisite/written test	Post Graduate Diploma will be awarded after completion of 1st year of 2-year PG program	6.0

		Minimum of 40 credits for individuals who have completed a bachelor's programme	
MASTER'S 2 year of master program	Bachelor's Degree (3 year) + Screening based on discipline Specific Prerequisite/written test	Master's degree will be awarded *Minimum of 80 credits from the first and second years of the program, with minimum of 40 credits in the first year and minimum of 40 credits in the second year of the program at level 6.5 on the NHEQF*	6.5
MASTER'S One year program after 4 year UG	Bachelor's degree (honors/ honors with research) or Post Graduate Diploma + Screening based on discipline Specific Prerequisite/written test	Master's degree will be awarded *Minimum of 40 credits for individuals who have completed a bachelor's degree (Honors/ Honors with Research)*	6.5
MASTER'S programme (Professional prog- Engg, Pharm, etc)	Bachelor's degree (honors/ honors with research) + Screening based on discipline Specific Prerequisite/written test	Master's degree will be awarded *Minimum of 80 credits from the first and second years of the programme, with minimum of 40 credits in the first year and minimum of 40 credits in the second year of the programme*	7
Ph.D.	PG Diploma OR Master's Degree OR a Bachelor's degree (honors with research) + Screening based on discipline Specific Prerequisite/written test	Doctorate degree will include course work and a thesis with published work and/or creative work	8

*Admission will be open to those who have met the entrance requirements, including specified levels of attainment, in the programme admission regulations along with evaluation of documentary evidence (including the academic record and/or evidence relating to the assessment and validation of prior learning outcomes) of the applicant's ability to pursue an undergraduate programme of study.

7. Structure of the Undergraduate Programme

The duration of the UG programme is 4 years or 8 semesters. Students who desire to undergo a 3-year UG Programme will be allowed to exit after completion of the 3rd year. If a student wants to leave after the completion of the first or second year, the student will be given a UG Certificate or UG Diploma, respectively, provided they secure the prescribed number of credits (as given in Table 3). Students who exit with a UG certificate or UG diploma are permitted to re-enter within three years and complete the degree programme.

The courses to be offered in a UG programs would be largely classified into following major course components.

(i) Major Disciplinary Courses
(ii) Minor/ Interdisciplinary courses
(iii) Multidisciplinary Courses
(iv) Ability Enhancement Courses
(v) Skill Enhancement Courses
(vi) Value-Added Courses

Collectively, these courses shall contribute a total of 160-176 credits for a 4-year UG program. The component-wise credit distribution is presented in Table 4. Academic Course Basket of 4 year UG Programs is as presented in Table 6.

Table 4: Minimum Credit Requirements to Award Degree under Each Category

No	Curriculum Components	Minimum Credit Required UGC-FYUGP	SOP for NEP implementation (Gujarat State)	CHARUSAT Framework
1	Major (Core)	80	88	80-88
2	Minor (Electives)	32	32	30-32
3	Multidisciplinary	9	12	9-12
4	Ability Enhancement Courses	8	10	8-10
5	Skill Enhancement Courses	9	10	9-12
6	Value Added Courses common for all UG	6-8	8	6-8
7	Summer Internship/ Apprenticeship/Vocational Training	2-4	4	2-4
8	Research Project / Dissertation/OJT (to be offered in 4th year; may be compensated by 12 credits Major/Minor relevant discipline courses)	12	12	12*
9	Total	160	176	160-176

Note:* Honours students not undertaking research may undertake 12 credits courses in lieu of a research project / Dissertation.

8. Outcomes-based Approach

Students on completion of a programme of study must possess and demonstrate the expected graduate attributes acquired through one or more modes of learning, including direct in-person or face-to-face instruction, open and distance learning, online learning, and hybrid/blended modes. The graduate attributes indicate the quality and features or characteristics of the graduate of a programme of study, including learning outcomes

relating to the chosen disciplinary area(s) and generic learning outcomes that are expected to be acquired by a graduate on completion of the programme(s) of study.

The graduate profile/ attributes include capabilities that help widen the current knowledge base and skills, gain and apply new knowledge and skills, undertake future studies independently, perform well in a chosen career, and play a constructive role as a responsible citizen in society. The graduate profile/ attributes are acquired incrementally and describe a set of competencies that are transferable beyond the study of a particular subject/ disciplinary area and programme contexts in which they have been developed. Graduate attributes are fostered through meaningful learning experiences made available through the curriculum and a process of critical and reflective thinking.

Graduate attributes include learning outcomes that are specific to disciplinary areas relating to the chosen field(s) of learning within broad multidisciplinary/ interdisciplinary/ transdisciplinary contexts and generic learning outcomes that graduates of all programmes of study should acquire and demonstrate.

CHARUSAT Graduate Attributes are:
- **A**cademically Excellent
- **I**nterdisciplinary Knowledge
- **L**eader in Communities
- **A**ttuned to Cultural Diversity
- **A**ctive Global Citizens
- **I**ndividually Excellent and Committed

9. Letter Grades and Grade Points

The Semester Grade Point Average (SGPA) is computed from the grades as a measure of the student's performance in a given semester. The SGPA is based on the grades of the current term, while the Cumulative GPA (CGPA) is based on the grades in all courses taken after joining the programme of study.

Table 5: Grading Scale and Quality Descriptors

Letter Grade	Qualitative Descriptor	Grade Point
O	Outstanding	10
A+	Excellent	9
A	Very Good	8
B+	Good	7
B	Above Average	6
C	Average	5
P	Pass	4
F	Fail	0
Ab	Absent	4

For non-credit courses 'Satisfactory' or 'Unsatisfactory' will be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Transcript: Based on the above recommendations on Letter grades, grade points and SGPA and CCPA, the HEIs may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

10.   Credit Accumulation and Redemption

The framework helps facilitate multiple entry, exit, and re-entry options for students. Student will open the account under the Academic Bank of Credit (ABC) scheme to transfer and consolidate the credits earned by them by undergoing courses in any of the eligible HEIs.

The ABC allows for credit redemption through the process of commuting the accrued credits in the Academic Bank Account maintained in the ABC for the purpose of fulfilling the credits requirements for the award of Certificate/Diploma/ Degree by the authorized HEIs such as the universities or the autonomous colleges. However, the validity of credits earned and kept in the Academic Credit Account will be to a maximum period of seven years or as specified by the ABC for different disciplinary or fields of learning to allow the redemption of credits after the date of earning such credits. After seven years, re-entry into a programme of study will be based on the validation of prior learning outcomes.

Lateral entry into the programme of study at a particular NCrF/ NHEQF level will be based on the validation of prior learning outcomes, including those achieved outside of formal learning or through learning and training in the workplace or in the community, through continuing professional development activities, or through independent/self-directed/self-managed learning activities.

11.   Sources/ References/ Documentary Benchmarks

❖ National Education Policy 2020

❖ SOP for Implementation of NEP-2020 for State of Gujarat

❖ Curriculum and Credit Framework for Undergraduate Programmes (Published by University Grants Commission)

❖ National Higher Education Qualification Framework (Published by University Grants Commission)

❖ National Credit Framework (Published by University Grants Commission)

❖ Academic Bank of Credits Document

❖ Transforming Higher Education: Objective, approach and readiness of the institution to transform into multidiscipline institutions (Published by University Grants Commission)

❖ IKS in Higher Education Curricula: Details of course and curriculum of IKS which will be integral part of current education system (Published by University Grants Commission).

Table 6: Academic Course Basket of 4 year UG Programs @ CHARUSAT

S. No	Curriculum Components	Description	Credits	Course Pool
1	**Major Disciplinary (Core) Courses**	- These courses are mandatory in the chosen disciplinary major. - The courses would provide opportunity for a student to pursue in-depth study of a particular subject or discipline.	80-88	Courses to be offered by department/ institute based on the need of the discipline
2	**Minor/ Interdisciplinary Courses**	- These courses are very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope, or which enables exposure to some other discipline/ subject/ domain or nurtures the candidate's skills. - These courses may be from the same or other discipline.	30-32	Courses to be offered by department/ institute based on the need of the discipline and interest of the students
3	**Multidisciplinary Courses**	- These courses are introductory-level courses relating to other broad disciplines. - These courses are intended to broaden the intellectual experience and form part of arts and science education. - Students are not allowed to choose or repeat courses already undergone at the higher secondary level <hr> - At present, these courses are offered as 'University Electives' - Institute may identify any other desired multidisciplinary course and offer it independently or in collaboration with relevant institute	9-12	- Environmental Sustainability & Climate Change - Basics of Environmental Impact Assessment - Banking & Insurance - Engineering Drawing - Material Science - Occupational Health & Ergonomics - Maintenance of Household Apparatus - Basic Laboratory Techniques - SDG Handprint Laboratory - Astrophysics, Space and Cosmos-I - Astrophysics, Space and Cosmos-II - Fundamentals of Packaging - First Aid & Life Support - Health Promotion & Fitness - Cosmetics in Daily Life - Health Care Management

				• Life Style Diseases & Management • Introduction to Web Designing • Introduction to MATLAB Programming • Python Programming • Web Designing & UI/UX • Art of Programming • Programming The Internet • Data Visualization • Prototyping Electronics with Arduino • Other multidisciplinary courses decided by the department/ institute
4	**Ability Enhancement Courses**	• These courses are aimed at enabling the students to acquire and demonstrate the core linguistic skills, including critical reading and expository and academic writing skills. • These courses help students to articulate their arguments and present their thinking clearly and coherently and recognize the importance of language as a mediator of knowledge and identity • At present, these courses are offered as 'Humanities and Social Science' courses • Institute may identify any other desired multidisciplinary course and offer it independently or in collaboration with relevant institute	8-10	• Communication, Soft Skills and Personality Development • Communicative English • Contributory Personality Development • Other ability enhancement courses offered by the department/ institute
5	**Skill Enhancement Courses**	• These courses are aimed at imparting practical skills, hands-on training, soft skills, etc., to enhance the employability of students. • These courses may be relevant to specific program or may be applicable to various undergraduate programs.	9-10	• Foreign Language- French / German /Spanish • Entrepreneurship Development and Innovation Management • Liberal Arts -Painting • Liberal Arts- Photography • Liberal Arts - Media and Graphic Design • Liberal Arts - Dramatics • Liberal Arts -Contemporary Dance • Liberal Arts - Pottery

				• Other skill imparting courses offered by the department/ institute

6	**Value Added Courses**	• These courses are aimed at enabling the students to acquire knowledge and understanding and equip them with the ability to apply the acquired knowledge, skills, attitudes, and values to take appropriate actions in professional and day to day life.
		• These courses may be relevant to Indian Knowledge System, environmental science/ education, digital and technical solutions and health & wellness, yoga education, sports, and fitness.
		• These courses may be relevant to specific program or may be applicable to various undergraduate programs.
			6-8	• Creativity, Problem Solving and Innovations
				• Human Values and Ethics
				• Constitutional Values and Fundamental Duties
				• Environmental Sciences
				• Indian Knowledge Systems
				  • An Introduction to Indian Philosophy
				  • Indian Family System: The Concept, Practices and Current Relevance
				  • Chanakya Niti Shastra
				  • Sages of Ancient India
				  • Saga of Valor (Paramvir Chakra and Ashok Chakra)
				  • Life Lessons from Ramayana and Mahabharata
				  • Life Lessons from Bhagvad Gita
				  • Indian Aesthetics (Rasa, Bhava, Alankar, Dhvani and other theories)
				  • Indian Ethnic Elegance
				• Community Services/ NSS/ NCC/ Sports
				• SDG Handprint Lab
				• Other value added courses offered by the department/ institute

7	**Summer Internship/ Apprenticeship/ Vocational Training**	• The primary objective is to provide exposure of actual work situations. • Students will undergo internships / Apprenticeships in a firm, industry, or organization or Training in labs with faculty and researchers in their own or other HEIs/research institutions during the summer term. • This may include community engagement and service and field-based learning/minor project:	2-4	• Summer Internship/ Apprenticeship/ Vocational Training offered by the department/ institute
8	**Research Project / Dissertation/ OJT**	• Students are required to take up research projects under the guidance of a faculty member. • The students are expected to complete the Research Project in the final semester. • The research outcomes of their project work may be published in peer-reviewed journals or may be presented in conferences /seminars or may be patented.	12	• Research Project / Dissertation offered by the department/ institute

Academic and Administrative Audit 2022-2023: Observations

Academic Aspects

- Institute shall Introduce Interdisciplinary courses in collaboration with other constituent institutes of CHARUSAT.
- Institute shall develop need-based Value-added/ Certificate courses
- Institute shall develop training courses for working professionals
- Institute shall strategize by identifying faculty members who can create high-quality online learning resources that align with the four quadrants specified in accordance with UGC (University Grants Commission) guidelines.
- Institute shall apply for NBA accreditation of the eligible programs.

Faculty Aspects

- At present, 43% faculty members are having Ph.D degree.
- 150 faculty members (~33%) are pursuing Ph.D from CHARUSAT. Tracking their progress and timely completion of their doctoral studies to be ensured.
- Focus shall be on recruitment of experienced faculty members having Ph.D degree
- In light of NEP 2020 policy, we shall align recruitment process with 4 pillars of academics
    - Teaching-learning
    - Training
    - Research
    - Extension
- At present, 150 full-time (~35%) Ph.D student are enrolled. We shall strengthen the eco-system to enhance enrolment. 100 full-time Ph.D students are from PDPIAS. We can have distinct policies to attract full-time Ph.D students in other institutes.

- Enhanced involvement of non-teaching staff in day-to-day functioning and management of the data. Faculty members shall focus on development of academics and conduction of research.

Research Aspects

- Ph.D. qualified faculty members shall make their research plan and explore funding opportunities. Institute shall strategize to facilitate submission of research proposals by identified faculty members. Collaborations among the constituent institutes as well as external organizations should be explored to optimize on the bench strength.
- Institute shall make structured efforts to get funding from non-government agencies.
- Institute shall enhance the number of Patents filing. Sensitize students and faculty members for outcome-based-research through organization of workshop on Research Methodology, Patent and IPR by inviting experts from the relevant fields. Published patents shall be reviewed and potential patents shall be carried forward for examination.
- Significant improvement needed in the research paper publication per teacher per year. At present it is around 0.75.
- Significant improvement needed in the Book, Chapter, and papers in conference proceeding publication per teacher per year. At present it is around 0.2.
- Encourage teacher to participate in the conference with full paper submission, leading to publication in proceeding or journal.
- Institute shall identify faculty members who can interact with industries, enquire and understand the problem faced by them and offer a solution in the form of technology, product or service.

Student Aspects

- Placement and average package needs strengthening.
- Strengthen the alumni engagement by developing the innovative practices for development of the institute.
- Enhance the involvement of Alumni in design, planning and execution of the events to be organized by alumni association/ chapter.

GUIDELINES FOR THE AWARD OF HONORARY DOCTORATE

1. Introduction

The awarding of an Honorary Doctoral Degree reflects the highest esteem the CHARUSAT holds for individuals who have made exceptional contributions to the society, academia, or the university. Achievements of national or international significance deserve priority consideration. It is important that recipients be a learned person whose knowledge and wisdom were considered exemplary. This policy outlines the principles and procedures governing the award.

2. Purpose of Awards

The purpose of the Honorary Doctoral Degree is to acknowledge and honour extraordinary contributions that align with the CHARUSAT's values and mission. It is an opportunity for the university to associate itself with the highest levels of excellence in various fields. This shall facilitate in outreaching and making a public statement about the values, positioning and focus areas of the CHARUSAT. This shall also help in enlarging the University's network of people who influence the national and international communities.

3. Eligibility for Consideration

- *Academic and Professional Excellence:* The individual should have achieved remarkable success in academic, research, social, artistic, business, or professional endeavors.

- *Contributions to Society:* Demonstrated significant impact on society through leadership, philanthropy, innovation, or public service.

- *Alignment with University Values:* The individual's achievements and character should embody the ethos and principles of CHARUSAT.

Criteria for Deselection

The deselection of an individual for an Honorary Doctoral Degree shall occur under circumstances where actions/ outcomes/ behaviour contradict the values and standards of the CHARUSAT.

- **No Current Political Office:** Individual holding a political office are typically not considered to avoid any perception of political bias.
- **Ethical or Legal Transgressions:** Involvement in criminal activities, serious ethical violations, or actions that result in criminal charges or convictions.

- **Actions Contrary to Institutional Values:** Engaging in behavior or making public statements that significantly conflict with the core values and mission of the CHARUSAT.
- **Adverse Public Opinion:** Overwhelming public criticism or controversy, particularly if it's based on actions or behaviors that are contradicting CHARUSAT's ethos.
- **Serious Professional Misconduct:** Actions that significantly violate professional standards or ethics within their field.
- **Changes in Societal Norms and Values:** Sometimes, actions or viewpoints that were once acceptable become controversial or unacceptable due to changes in societal norms and values.

It is important to note that deselection typically involves a thorough review process. The decision shall be made by **Honorary Degree Review Committee**, and it should be handled with discretion, sensitivity, and a commitment to fairness and due process.

4. Number of Awards

Normally, one honorary degree shall be awarded at each Convocation ceremony, although this varies depending on the circumstances and the honorary degree recipient. If no suitable candidate emerges, there shall be no obligation to award an honorary degree in the year. In making recommendations to Governing Board, the Honorary Degree Review Committee's primary focus will be on ensuring that the calibre of awardees remains high.

5. Nominations Procedure

Normally, the head of the institution with consensus from faculty members shall submit the nomination to Dean, Academics along with a note including institute's priority for the awards, by end of the April month of each year.

All stakeholders of the University have the right to put forward nominations for Honorary Degrees to be awarded on the basis of academic distinction. These should normally be submitted to the appropriate institute in the first instance. Exceptionally, such a nomination may be sent direct to the Dean, Academics if there is good reason why it should be considered without delay.

6. Nomination Documents

The nomination must be written by restricting to the information available in the public domain. Where it is necessary to include private information this must be clearly marked as such, i.e. "Information not in the public domain". The nomination shall include following elements:

- An introductory statement (in around 500 words) setting forth the principal ground for the distinction and setting out succinctly the most significant

achievements and contributions which the proposer considers as warranting the award.

- A brief chronological, narrative account of the nominee's life and work. This shall include details of qualifications and career history. This may be in the form of curriculum vitae if it is available or may be based on information from the web.

- CHARUSAT or local region connection or link (please provide evidence of what benefit has been received within the University or the local region), or if none any tangible association with our values; and

- Any other information the proposer would wish to bring to the attention of the Committee.

- The proposer shall enclose supporting evidences, such as published works, newspaper/ magazine articles, and any other relevant documents in an Appendix.

- Nominees must not be consulted beforehand.

7. Review and Selection Process

(i). *Initial Screening*: The Dean, Academics office receives and reviews nominations for completeness and basic eligibility.

(ii). *Honorary Degree Review Committee*: The committee, comprising diverse representatives from the university community, evaluates the nominations based on the established criteria.

(iii). *Confidential Deliberations*: All discussions and deliberations in the committee are confidential. CONFIDENTIALITY is important from the beginning of the process of nomination to the point at which a decision is reached and the successful candidates have been invited by the Dean, Academics. It would be a embarrassing situation if a nominee was made aware of their nomination and was then subsequently unsuccessful. Equally it would be embarrassing for the University if there was disclosure in the public domain prior to the successful nominees receiving official notification from the Dean, Academics office.

(iv). *Recommendations*: The committee recommends candidates to the University Governing Board.

(v). *Final Approval*: The University Governing Board makes the final decision.

(vi). *Communication of the Decision*: All communication with nominee shall be conducted through the Dean, Academics office.

8. Honorary Degree Review Committee

- President, CHARUSAT (Chairman)
- Provost, CHARUSAT
- Registrar, CHARUSAT
- Two members nominated by President from the Governing Body
- Five members nominated by Provost, including at least two senior faculty members outside from the university.
- Dean, Academics, CHARUSAT (Member Secretary)

9. Conferral of the Degree

- **Ceremony**: Honorary Doctorates are conferred only at a graduation ceremony. Recipients are expected to be present to receive the honorary degree.
- **Regalia**: Honourees may be provided with appropriate academic regalia symbolizing the honorary degree.
- **Acceptance Speech**: Honourees are usually invited to give a short acceptance speech.

10. Degrees Conferred

a **Doctor of Divinity (D.D.):** Awarded for outstanding service to or scholarship in the Religious Community.

b **Doctor of Arts (D.Arts):** Awarded for outstanding achievement in the Design, Architecture, Sports, Visual and Performing Arts.

c **Doctor of Science (D.Sc.):** Awarded for outstanding achievement in the pure and applied research in Science, Medicine, Agriculture, Engineering and Technology.

d **Doctor of Humanities (D.Hum.):** Awarded for outstanding achievement in the Social Sciences and/or for Significant Contributions in Environmental and Social Activities at the local, national, or international levels.

e **Doctor of Laws (LL.D.):** Awarded for outstanding achievement in the Law, Public Service, Public Policy, Business and Entrepreneurship.

Any decision to award a degree other than these specified here shall be based on the approval from the Governing Body.

11. Post-Award Engagement

Honorees are encouraged to engage with the university community through lectures, seminars, or mentorship activities, fostering a continued relationship with the university.

12. Revocation Policy

In extraordinary circumstances, if an honoree's actions post-award significantly contradicts the values and standards of the university, the degree may be revoked upon careful consideration and due process. Individuals considered for revocation of an Honorary Doctorate will be given notification of the grounds for revocation and an opportunity shall also be extended to respond to allegations or concerns.

13. Terms to Deal with Legal Issues

Considerations for addressing legal concerns and challenges related to the conferral, maintenance, and potential revocation of Honorary Doctorate Degrees are presented below:

- **Legal Compliance and Consultation:** All processes and decisions concerning Honorary Doctorate Degrees shall comply with applicable laws and institutional regulations. Legal counsel will be consulted in cases involving potential legal implications, especially for revocations or disputes.

- **Confidentiality:** The university will maintain confidentiality throughout any review or investigative process, ensuring the privacy and dignity of all involved parties are respected.

- **Documentation and Record-Keeping:** Detailed records of all decisions, proceedings, and communications will be maintained. This documentation is crucial for transparency and may serve as evidence in case of legal challenges.

- **Communication:** Public announcements or responses related to the conferral or revocation of Honorary Doctorates will be managed sensitively and responsibly. All announcements or communications shall be conducted through the Dean, Academics office.

- **Appeal Process:** An appeal mechanism will be available to provide a fair chance of review and reconsideration of decisions made.

- **Risk Assessment:** The university will conduct a risk assessment for potential legal, reputational, and financial implications associated with the conferral or revocation of Honorary Doctorates.

The above terms will be implemented under the oversight of the Honorary Degree Review Committee. Any actions taken will be in the best interest of upholding the integrity and values of the CHARUSAT.

14. Hospitality and Logistics

The CHARUSAT shall arrange traveling and lodging/ boarding and other logistic facilities for the honorary doctorate degree recipient.

15. Policy Review

This policy will be reviewed periodically to ensure it remains aligned with the university's mission and the evolving landscape of higher education. All maters regarding policy amendment shall be dealt by Dean, Academics office in consonance with Honorary Degree Review Committee.

Guru - A Margdarshak Award Policy
(Student Perception-Based)

Purpose

Quality teaching-learning-mentoring activities at CHARUSAT is consolidated by recognizing and rewarding teachers who are passionately and effectively involved with their students. The award recognizes and honours teachers who have made a significant impact on students' learning experiences and personal development.

The awards will be determined based on student nominations, utilizing an e-Governance system for data normalization and analysis to ensure fairness and objectivity. The teacher with highest score from each institute/ department (in case of CSPIT, DEPSTAR, and PDPIAS) will be recognized for excellence in the teaching-learning-mentoring activities. The awards will be announced for both odd and even semesters.

Eligibility Criteria

- **Tenure:** Eligible teachers must have been teaching at the institution for a minimum of two academic years.
- **Teaching Load:** Teachers must be actively teaching in the current academic year.
- **Previous Winners:** Teachers who have received this award in the past one years are ineligible.

Nomination Process

- **Nomination Period:** The nomination period will be open for 2 week at the end of the semester.
- **Eligible Nominators:** All currently enrolled students are eligible to nominate teachers.
- **Nomination Method:** Students will submit nominations through a secure online platform, marking the teacher's name for the nomination.
- **Number of Nominations:** A student can nominate maximum 25% of the total number of teachers, who has taught him/her in recently completed semester.

Student Perception

Student shall nominate the teachers based on the perception mainly depending upon the following parameters.

- **Positive Educational Impact**: Clear evidence of enhancing students' learning and academic performance.

- **Innovative Teaching**: Utilization of innovative and effective teaching methods.
- **Student Engagement and Inspiration**: Demonstrable ability to engage and motivate students.
- **Support and Accessibility**: Providing support and guidance to students beyond classroom hours.
- **Community Contribution**: Active involvement in institute-wide initiatives and extracurricular activities.

Award Determination Process

- **Data Normalization and Analysis:** The e-Governance system will analyze and normalize the data from student nominations to ensure a fair and unbiased selection process. Kindly refer **Annexure A** for more details on Normalization Methodology and **Annexure B** for sample case scenario and analysis.
- **Automated Selection:** The system will identify the teacher with the highest Overall Nomination Rate as the award recipient.
- **No Selection Committee:** The process eliminates the need for a selection committee, relying on a data-driven approach.

Award Recognition

- **Announcement:** The winner will be announced within 2 weeks after accomplishment of the nomination process.
- **Award:** The recipient will receive a certificate of recognition and cash prize during the Foundation Day Celebration or any prominent university level function.
- **Institutional Acknowledgment:** The recipient's name will be displayed at appropriate locations.

Confidentiality and Integrity

The nomination and evaluation process will be confidential to maintain the integrity and credibility of the award.

Policy Review

This policy shall be reviewed periodically to ensure its continued relevance and effectiveness in recognizing outstanding teaching.

Normalization Process/ Methodology

Objective

The normalization process aims to equalize the impact of variable class sizes, variable teacher density per class and multiple nominations on the award selection, ensuring that teachers with smaller classes or those teaching fewer divisions are not at a disadvantage.

Methodology

Step 1. Nomination Rate Calculation for each Teacher-Division combinations

Nomination Rate for Teacher 1 in the Division 1 will be calculated as:

$$NR_{T1D1} = \frac{N_{T1D1}}{S_{D1}}$$

Where, N_{T1D1} is Number of Nominations Received by Teacher 1 in Division 1, and S_{D1} is Number of Students in the Division 1

Step 2. Adjusting for the Number of Teachers in Each Division

The idea is to consider how the number of teachers in a division might influence the probability of a teacher receiving nominations. To account for the scenario where different numbers of teachers teach in each division, affecting the probability of nominations, a Teacher Density Factor has been introduced for the concentration of teachers in each division. This factor will ensure the award system remains fair regardless of how many teachers are teaching in a division.

Teacher Density Factor for Division 1 will be calculated as:

$$TDF_{D1} = \frac{(T_{D1} - 1)}{T_{D1}}$$

Where, T_{D1} is total number of teachers teaching in Division 1.

This means that in divisions with fewer teachers, each nomination will have less weight, counterbalancing the higher probability of receiving nominations.

Step 3. **Adjusted Nomination Rate Calculation for each Teacher-Division combinations**

Adjusted Nomination Rate for Teacher 1 in the Division 1 will be calculated as:

$$ANR_{T1D1} = NR_{T1D1} \times TDF_{D1}$$

By introducing the Teacher Density Factor based on the number of teachers in each division, the award Policy can more accurately reflect the true impact and effectiveness of a teacher's performance, mitigating the influence of varying teacher densities across divisions. This ensures a level playing field for all teachers, regardless of the structural differences in their teaching assignments.

Step 4. **Adjusting Number of Divisions taught by Each Teacher**

For teachers teaching in multiple divisions, calculate the Adjusted Nomination Rate for each Division separately and then average these rates to get the teacher's overall nomination rate.

Overall Nomination Rate for Teacher 1, who is teaching in 'n' Divisions, will be calculated as:

$$ONR_{T1} = \frac{ANR_{T1D1} + ANR_{T1D2} + ...ANR_{T1Dn}}{n}$$

Step 5. **System Defined award for Each Institute/ Department (in case of CSPIT, DEPSTAR, and PDPIAS)**

The teachers with highest Overall Nomination Rate among the pool of teachers from each institute/ department (in case of CSPIT, DEPSTAR, and PDPIAS) will be identified as the **winners of the Guru - A Margdarshak Award.**

Conclusion

The normalization process ensures that the **Guru - A Margdarshak Award** are determined in a manner that is equitable and reflective of genuine student appreciation, regardless of class size, teacher density or the number of divisions a teacher handles. By adjusting for these variables, the award process becomes more inclusive and representative of the diverse teaching environments within the institution.

Sample Case Scenario and Analysis

Input Data

Teacher A (7 divisions):

- Division 1: 50 students, 20 nominations, 7 teachers.
- Division 2: 30 students, 15 nominations, 8 teachers.
- Division 3: 40 students, 10 nominations, 10 teachers.
- Division 4: 20 students, 5 nominations, 12 teachers.
- Division 5: 35 students, 18 nominations, 9 teachers.
- Division 6: 80 students, 25 nominations, 11 teachers.
- Division 7: 5 students, 2 nominations, 15 teachers.

Teacher B (2 divisions):

- Division 1: 60 students, 30 nominations, 7 teachers.
- Division 2: 45 students, 12 nominations, 9 teachers

Teacher C (3 divisions):

- Division 1: 90 students, 40 nominations, 6 teachers.
- Division 2: 45 students, 28 nominations, 9 teachers.
- Division 3: 50 students, 15 nominations, 10 teachers

Calculation of Overall Nomination Rate of Teachers

Teacher	Division	No. of Student	Noms	No. of Teachers	Nomination Rate (NR)	Teacher Density Factor (TDF)	Adjusted Nom. Rate (ANR)	Overall Nom. Rate (ONR)
A	Div 1	50	20	7	0.4	0.857	0.343	0.336
	Div 2	30	15	8	0.5	0.875	0.438	
	Div 3	40	10	10	0.25	0.9	0.225	
	Div 4	20	5	12	0.25	0.917	0.229	
	Div 5	35	18	9	0.514	0.889	0.457	
	Div 6	80	25	11	0.313	0.909	0.285	
	Div 7	5	2	15	0.4	0.933	0.373	
B	Div 1	60	30	7	0.5	0.857	0.429	0.333
	Div 2	45	12	9	0.267	0.889	0.237	
C	Div 1	90	40	6	0.444	0.833	0.37	0.398
	Div 2	45	28	9	0.622	0.889	0.553	
	Div 3	50	15	10	0.3	0.9	0.27	

Teacher C with highest Overall Nomination Rate i.e. 0.398 shall be recipient of Guru - A Margdarshak Award in the Institute.

	Employee Development and Research Support Schemes
CHARUSAT CHAROTAR UNIVERSITY OF SCIENCE AND TECHNOLOGY	

OBJECTIVE

The Policy is meant to facilitate all the employees (teaching, non-teaching, and administrative cadres of CHARUSAT) who wish to seek financial support from the university. The financial support aims to encourage employee to actively participate in developmental and research activities to enhance their professional and academic standing.

A. SUPPORT FOR PARTICIPATION IN EVENTS

A.1. Application Submission

Employees shall submit the event participation application through the **HR> My Event module** in the e-Governance system well in advance as specified in the below table. Event shall include Conference/ Seminar/ Workshop/ Symposium/ STTP/ FDP/ Refresher course/ Orientation Programme/ Industrial Training/ Webinar/ Online Course, etc.

Kindly submit your application as per time limit given below:

Location	Time limit of submission of online application
Within India	Minimum 2 weeks ahead
Outside India	Minimum 6 weeks ahead

The system will forward the application to the reporting authorities based on nature of event, and requirement of the leaves and financial support. The reporting authorities will approve or forward the application to higher authorities through the e-Governance system. The employee can also track the progress of their application through the e-Governance system. Employee shall get e-Governance system-generated email about the **decision on the application**.

A.2. Reporting & Feedback Mechanism

a. Post event participation, employee shall submit the event participation report through the **HR> Event Report module**. The report shall include, but not limited to, Learning Outcomes form attending event, Actionable Insights (to be implemented in short or long term) and give a talk in the department/institute highlighting the objectives and theme of event, indicating his/her contribution in the event, stressing the benefit derived from the event and its relevance to the academic enrichment of the department/ institute.

b. The employee shall share his/her experience with other members to make them aware about the **best practices adapted** by other institutions and undertaking of **possible collaborative activities**.

c. The employee shall also have to fill the action plan as to how the knowledge gained will be useful for the department / institute.

d. The **Event Report** is required to be submitted within 15 days after completion of the event. The event report shall be forwarded to concerned reporting authorities for endorsement. The employee can track the progress through e-Governance system.

A.3. Financial Assistance from CHARUSAT

4.1 Physical/ online participation in an event- within/from India

1. All **full-time employees** are eligible to avail financial assistance from CHARUSAT for participation in an event.

2. CHARUSAT shall provide financial assistance up to the maximum limit of **Rs. 40,000/-** in each academic year for physical participation as well as online participation.

3. The physical participation in the events shall be limited to 2 per semester.

4.2 Physical participation in an event- outside India

1. **Permanent employees,** who have completed two years of service in grade salary at CHARUSAT, shall be eligible to seek financial assistance from CHARUSAT to participate in an event outside India.

2. The financial support shall be preferably provided to an employee for delivering the keynote/ plenary lecture, presenting the paper, chairing a session, etc.

3. The employee must ensure that the event is not a predatory one, and align with the values of the University in terms of relevance, quality, and academic significance.

4. Employee either should have the Ph.D. Degree or enrolled in the Ph.D. Program.

5. CHARUSAT shall provide financial assistance maximum up to the limit of **Rs.1,50,000/-.** If the employee has an on-going externally funded government project, the CHARUSAT shall provide additional financial assistance up to 50% of the sanctioned overhead budget.

6. It is desirable that the employee should avail the financial grant for registration fees, visa fees, traveling and accommodation from various agencies like DST/ AICTE/ ICMR/ UGC/ CSIR etc.

7. In case, any organization/agency is going to provide financial aid, then the employee must give these details and inform about the components of

financial aid. In such case, CHARUSAT shall extend the financial assistant for the remaining amount within the prescribed limit.

8. International travel grant applications will be evaluated by University Research Cell based on the alignment of the proposed conference with international standards, the significance of the conference to the employee's professional development, and the overall benefit to the University.

A.4. General Norms Applicable for Participation in an Event

1. For attending events, leaves shall be availed as per CHARUSAT Service Rules.
2. Expenses incurred for accommodation, registration fees and visa fees shall be reimbursed as substantiated by the bills within the prescribed limit.
3. For within India tours, reimbursement of traveling expenses shall be admissible as per prevailing CHARUSAT norms.
4. For outside India tours, employees are encouraged to plan their travel well in advance to take advantage of cost-effective options and to ensure availability. They can also use travel agencies approved by the University to ensure compliance with travel policies and to facilitate smoother reimbursement processes.
5. Daily limit for accommodation, food & refreshment, and local conveyance are defined below:

Countries	Limits
India	• Maximum INR 4500 towards accommodation shall be reimbursed subjected to the production of the hotel receipt. • Allowance towards food & refreshment and local conveyance shall be INR 1000 per diem.
Europe, Japan, USA, Australia and Singapore	• Maximum $125 towards accommodation shall be reimbursed subjected to the production of the hotel receipt. • Allowance towards food & refreshment and local conveyance shall be $75 per diem
Other Countries	• Maximum $100 towards accommodation shall be reimbursed subjected to the production of the hotel receipt. • Allowance towards food & refreshment and local conveyance shall be $50 per diem

6. 50% of sanctioned amount may be given as advance to bear the expenses to be incurred.
7. Employee must submit the e-Voucher through e-Governance system to claim the expenditures. The e-Voucher will be forwarded to Accounts Section through the concerned reporting authorities. The employee can track the progress through their e-Governance login.

8. Once the e-Voucher has been received by Account Section, the system will send an email to the employee to submit original bills, tickets and vouchers etc. at Account Section to settle the expenses. The expense shall be settled subject to submission of the report.

9. If two or more employees are traveling together, it is advisable to share accommodation and only one of them shall claim the shared expenses.

10. In case the employee participating in an event as a resource person, it is anticipated that the either full or partial expenses incurred shall be borne by the inviting institute/ organization.

11. Acts like giving false information, not attending the event fully, not giving report or acting on it shall invite strict disciplinary action up to termination of services.

12. In case of participation in an event (physical/ online) within/ from India, the Head of the institutions are empowered to approve the event participation applications and mark the final decision through e-Governance system.

13. Financial support in case an employee is deputed to undertake collaborative activities, enhancing the reputation of the CHARUSAT or any other official purpose shall be processed separately.

14. CHARUSAT reserves the right to amend/alter/change or modify this policy from time to time (or) take decisions on issues, on case-to-case basis. The decision of the CHARUSAT will be final and binding to all the employees of CHARUSAT.

15. Expenses not permitted

- Fare (Air, train or bus) without tickets.

- Any Liquor or any alcoholic drinks.

- Separate claim of newspaper, magazines, tips, water bottle, tea/coffee, laundry, personal/official phone calls, toiletries, personal care items and any other such miscellaneous expenses.

B. Financial Support for Open Access Publication of Scholarly Work

This scheme aims to provide financial support to faculty members at CHARUSAT for the open access publication of scholarly works when funds from any other source are unavailable. Recognizing the importance of disseminating research findings globally, this scheme is designed to facilitate faculty members' ability to publish in reputable open access journals.

B.1. Eligibility

a) All full-time faculty members are eligible to seek financial assistance from CHARUSAT for the publication of scholarly work.
b) Faculty member should be the **corresponding author** affiliated with **CHARUSAT.**
c) Publication of the work should be in reputable fully open access **Q1** and **Q2** journals as per Web of Science (WoS) rankings.

B.2. Application Submission

Faculty members shall submit the application through the Head of the Institution to the University Research Cell (URC) upon acceptance of the article. URC will process the application and provide further communication.

B.3. Financial Assistance from CHARUSAT

- The financial assistance is up to a maximum limit of Rs. 1,00,000/- per single scholarly work.

- This limit encompasses the total amount that can be granted for covering article processing charges (APCs) exclusively and does not cover additional charges beyond the APC.

B.4. General norms

- The financial assistance applies to accepted open-access publications in journals classified as Q1 or Q2 according to WoS rankings.

- The financial assistance only covers the costs associated with publications in fully open access journals. Subscription journals that provide authors the option to pay an open access fee such as hybrid or transformative journals are not eligible.

- Approved funds will be reimbursed on evidence of payment of APCs to the Journal within six months after publication.

- The publisher's fee schedule must be publicly accessible.

- The journals waiving or providing discounts in APCs in cases of financial hardship and allowing authors to retain copyright must be preferred.

- Financial support will not be granted if the applicant has external funding available for open-access publication.

- All faculty members must adhere to university policies on research ethics, publication, and any other relevant guidelines.

- Funding acknowledgment of the CHARUSAT should be mentioned as: "The authors would like to acknowledge Charotar University of Science & Technology (CHARUSAT), Changa, Anand, India for funding the research and publication under CHARUSAT Employee Development and Research Support Scheme 2023-24".

- This scheme will be subject to periodic review to ensure its effectiveness and relevance.

Additional Note:

The list of open access journals can be procured from the Directory of Open Access Journals (https://doaj.org/search/journals). Faculty members are strongly encouraged to be vigilant while selecting publishers. Evaluate the journals before making the publication decision. Predatory journals spoil the profile of the individual as well as the University.