

MINUTES of the 8th Meeting of Internal Quality Assurance Cell (IQAC), CHARUSAT

A meeting of IQAC was held at Room No. (103), Central Administrative Building, CHARUSAT, Changa on July 08, 2016 at 02:00 p.m. in presence of the following members:

Sr. No.	Executives	IQAC involvement at CHARUSAT
1.	Dr. B G Patel, Provost	Chairperson
2.	Mr. Devang Joshi	Registrar
3.	Mr. Harish Desai	Deputy Registrar
4.	Prof. S J Bhatt	Former HoD, PG Department of Mathematics, SP University
5.	Dr. Naresh Ved	Former V.C., Bhavnagar University
6.	Prof. A V Thomas	Professor, Department of Civil Engineering
7.	Dr. R V Upadhyay	Dean, Faculty of Applied Sciences
8.	Dr. Govind Dave	Dean, Faculty of Management Studies
9.	Dr. Anil Sharma	Principal, MTIN
10.	Dr. A.D. Patel	Principal CSPIT
11.	Mr. Ashwin Makwana (Inplace of Dr. Amit Ganatra)	Faculty , CE, CSPIT
12.	Dr. Vijay Parmar	Associate Professor, RPCP
13.	Dr. Mansi Soni (Inplace of Dr. M. Balaganapathy)	Faculty , ARIP
14.	Dr. Anuradha Gajjar	Member Secretary, IQAC
15.	Dr. Mayur Sutaria	Deputy Coordinator, IQAC
<i>Following members could not attended the meeting due to other assignments</i>		
1.	Mr. Ashok Patel	Advisor
2.	Dr. M Balaganapathy	Principal, ARIP
3.	Dr. Atul Patel	Principal, CMPICA
4.	Prof. Amit Ganatra	Dean, Faculty of Technology and Engineering
5.	Shri. H T Patel	BOM Member
6.	Prof. H. J. Jani	Provost, C. U. Shah University
7.	Dr. Mahesh G. Patel	CEO, Champion Paints
8.	Mr. Ankit Gandhi	Alumnus
9.	Ms. Poonam Patil	Student of CHARUSAT
10.	Mr. Jignesh Chudasama	Student of CHARUSAT

Agenda

1. Confirmation and Approval of the minutes of the previous meeting of IQAC
2. Report of NAAC Peer Team Visit at CHARUSAT
3. Academic and Administrative Audit at CHARUSAT
4. Preparation of Annual Quality Assurance Report (AQAR)
5. Any other item with the permission of the Chairman
 - a. Benchmarking of processes and activities
 - b. Action plan for strengthening and implementation of Vision Road Map 2020
 - c. Data entry status in Centralized DataBase (CDB) of CHARUSAT and CHARUNIDHI (CHARUSAT D-Space)

To,
Provost Sir,
For approval please,
AKG
31/8/16

Approved
31/8/16

- d. National Conference (proposed)
- e. Discrepancies in E-Governance data entries
- f. Appointment of new student members to the Cell

Initiation |

Dr. B G Patel, Chairperson welcomed all the members, and briefed about NAAC Peer Team Visit of CHARUSAT campus during April 27-30, 2016. He also discussed about previous and new proposed NAAC grading system and where we stand as per new grading system.

The Chairperson then requested the Member Secretary to present the agenda.

Agenda Item No.1 | Confirmation and Approval of the minutes of the previous meeting of IQAC

Proceedings

The minutes of the 7th meeting were circulated to all the committee members, suggestions received were incorporated.

Resolution:

The minutes of the 7th meeting were approved by the Committee. It is enclosed as **Annexure 1**.

Agenda Item No. 2 | Report of NAAC Peer Team Visit at CHARUSAT

Proceedings:

Member Secretary, IQAC shared information about NAAC Peer Team visit at CHARUSAT campus during April 27-30, 2016. She mentioned that letter from NAAC has been received stating that CHARUSAT has been awarded "A" Grade with 3.11 CGPA, awaiting detailed grade sheet showing criteria-wise evaluation.

Resolution:

The committee expressed deep satisfaction about the activities undertaken.

Agenda Item No. 3 | Academic and Administrative Audit at CHARUSAT

Proceedings:

Member Secretary circulated the preliminary draft of Academic and Administrative Audit (AAA) report format. She mentioned that suggestions received from HoIs and IQAC-I coordinators have been incorporated in the draft.

Dr. H. J. Jani further elaborated and mentioned that AAA activities have been planned in line with the vision of UGC (2003 circular).

Devang sir suggested that Roles can be defined in process flow chart of the AAA

Resolution:

The committee expressed satisfaction about the activities. Roles are included in the revised process flowchart. Draft AAA Report is enclosed as **Annexure 2**.

Agenda Item No. 4 | Preparation of Annual Quality Assurance Report (AQAR)**Proceedings:**

Member secretary briefed about how the preparation AQAR will be taken-up. It will be linked to AAA activities to be undertaken. Data from the constituent institutes/departments of the University will be collected during November-December (through internal committees) and May-June of every year for preparation of AQAR.

Resolution:

The committee expressed satisfaction about the process and made suggestions on smooth execution of the same.

Agenda Item No. 5 | Any other item with the permission of the Chairman

- a. **Benchmarking of processes and activities**
- b. **Action plan for strengthening and implementation of Vision Road Map 2020**
- c. **Data entry status in Centralized DataBase (CDB) of CHARUSAT and CHARUNIDHI (CHARUSAT D-Space)**
- d. **National Conference (proposed)**
- e. **Discrepancies in E-Governance data entries**
- f. **Appointment of new student members to the Cell**

Proceedings:

Detailed and elaborate discussions on following points has been carried out.

a. Benchmarking of processes and activities

Member Secretary briefed that Chairperson of NAAC Peer Team suggested to setup quality benchmarks for academic processes and activities. He further had stressed on taking up a bottom-up approach with the involvement of all faculty members in the process. In this connection, following suggestions were given by committee members.

- Devang sir suggested that series of workshops can be organized by facilitator groups.
- S J Bhatt sir suggested that brain storming workshops on benchmarking can be organized by inviting renowned person. There can be informal sessions with management and industry representatives. Director of IIT Gandhinagar, Director

of IIM Ahmedabad, senior faculties from IITs and other renowned universities (Prof. Grover, Punjab University) could be invited.

b. Action plan for strengthening and implementation of Vision Road Map 2020

Member Secretary briefed about Vision Road Map 2020 of CHARUSAT to all members. She explained on how planning and goal setting by individual staff members would lead to institute/department goals, leading ultimately to the achievement of University goal by 2020. Suggestions given by the committee members are given below:

- S J Bhatt sir suggested that Innovative teaching programs like M.Sc. Economics and Finance, M.Sc. Earth Science (at present running at SPU), M.Sc. Energy Science (running at many places in south India) and Diploma/ M.A. Foreign Languages could be initiated at the University in the future.
- Naresh Ved sir suggested that innovative Inter-disciplinary and Meta-disciplinary programs can be introduced. Inter-disciplinary programs could be based on concepts. In line with this, he suggested that a program based on Yoga and Physiotherapy discipline could be offered.

c. Data entry status in Centralized DataBase (CDB) of CHARUSAT and CHARUNIDHI (CHARUSAT D-Space)

Mayur Sutaria explained about CDB and CHARUNIDHI, the two E-Systems for managing and retrieving the data generated in day-to day activities of the university. CDB is linked to E-Governance system and entries can be made regarding data related to staff, student, and department/ institute, whereas in CHARUNIDHI soft-copies (document/pdf files) of the published literature can be uploaded and accessed by CHARUSAT staff members on intranet.

Naresh Ved sir informed that Academic Staff College at SPU has well defined e-system for data handling and management. Reference of this e-system can be taken.

d. National Conference (proposed)

Member Secretary briefed about proposal sent by IQAC to NAAC for seeking financial assistance for organizing National Conference on “Quest for Excellence in Teaching, Learning and Evaluation” during January 2017.

e. Discrepancies in E-Governance data entries

Member Secretary informed that some discrepancies existed in the existing data of E-Governance with respect to students.

f. Appointment of new student members to the Cell

Member Secretary informed that the two student members of IQAC had completed their studies at CHARUSAT and hence proposed the following students as the new members.

1. Mr. Vivek Brahmhatt

Roll No.: 15DRME001, Faculty of Technology and Engineering

Contact: 09574119958

Email: vivekbrahmhatt3@gmail.com

2. Mr. Keyur Patel

Roll No.: 14DRBIO003, Faculty of Applied Sciences

Contact: 08140532588

Email: keyur29baroda@gmail.com

Resolution:

The committee wished good luck in taking up the new initiatives.

At the end, Chairperson requested the members to give further suggestions for improvement. These are summarized below:

- Ved sir suggested that all activities should be done under the banner (or in association) of IQAC.
- S J Bhatt sir suggested that one week refresher course could be organized for CHARUSAT staff members by respective experts.
- S J Bhatt sir also suggested that presentation on work done in the past one year by the staff members and head of the institutes/department can be organized at some pleasant place.
- Center of excellence in Magnetic Fluids can be set up at PDPIAS.
- Mechanism should be devised to make students and staff more interactive.
- Increment of the staff can be linked with performance appraisal or a hybrid model can be worked out.

Dr. Anuradha Gajjar,
Member Secretary & Coordinator – IQAC
CHARUSAT

Dr. B G Patel,
Chairperson - IQAC
CHARUSAT

Date: July 08, 2016