

RU/AHD/PO-IQAC/2022-23/010

Date: 06/05/2023

Time: 04:00 PM to 05:00 PM

Venue: Board Room

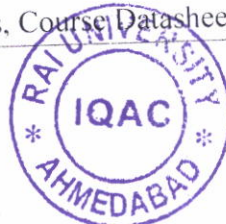
MINUTES OF MEETING

Meeting of all the All Deans & Principals, IQAC Members, and Criteria Champions was called by Prof. (Dr.) Anil Tomar, on 6th May 2023.

Meeting Chaired By:	Prof. (Dr.) Anil Tomar		
External Advisor	Dr. G. G. Sastry		
Attendees:	Dr. Sanjesh Rathi	Dr. P. P. Patel	Dr. Ashish Rami
	Dr. Nita Solanki	Mr. Pradeep Kumar Singh	Dr. Sailesh Iyer
	Veerendra Singh Nagoria	Mr. <u>Sanjeev Bhardwaj</u>	Mr. Hardik Patel (Spl. Invitee)
	Mr. Yashesh Darji	Mr. Alpesh Parmar	

Sr.no	Agenda	Resolution	Responsibility center
1	Academic Audit & Faculty Audit	All schools/departments should have to submit All-Academic Audit & Faculty Audit Report for odd & even semesters for the AY 2022-23 to IQAC cell on 16 May 2023. IQAC will submit the compiled report to Provost sir on 20th May 2023.	All DQAC members will verify all Audit reports and submit the compile sheet to the IQAC cell before the deadlines.
2	Course Plan, Course Data Sheet and Course Allocation	All DQAC members will verify and submit the compiled report to IQAC for AY 2022-23. All Schools/Department faculties will prepare Course Plans, Course Datasheets, and	All Schools/Departments faculties & DQAC members

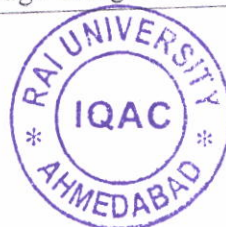
Y. A. Doshi
6/5/23



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		Course Allocations for the new AY 2023-24, before the commencement of new academic session 2023-24, DQAC member audit it and send the report to the IQAC Cell	
3	CO - PO Mapping & Articulation	<p>All Departments should have to submit the CO booklet on 13 May 2023.</p> <p>All departments will define odd semester CO and submit it on 23rd May 2023.</p> <p>Any two Schools will prepare Articulation for CO-PO Mapping and submit it to Sastry sir 2023.</p> <p>Articulation for CO-PO Mapping will be explained by Sastry sir to all Principal/HOD on Monday 8th May 2023.</p>	All School Principal/HOD and DQAC members.
4	Course Completion Report and its Audit, Course feedback Analysis	<p>All Departments will submit the Course Completion Audit Report on 16th May 2023.</p> <p>Course Feedback form to Students & Alumni will be shared by IQAC to each Department or School for each subject and a Detailed Analysis Report with an explanation will be submitted on 7th June 2023.</p> <p>All feedback will be taken through Google Forms. IQAC</p>	All School Principal/HOD, DQAC Members & Faculty Members.

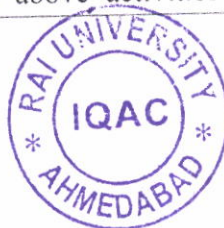
Y.A. Desai
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		will share the all feedback format.	
5.	Academic Regulations	All schools & departments will share a draft of Academic Regulations on 12th May 2023.	All School Principal/HOD
6.	Guidelines for Mentor – Mentee process	All schools & departments must be implementing Mentor – Mentee process, all mentor prepare the same file IQAC Team verifying any time.	All School Principal/HOD , DQAC Members
7.	Slow and Advanced learner	All departments will prepare Qualitative assessments for Slow and advanced learners. The assessment report will be submitted to the IQAC cell by each department.	All School Principal/HOD , DQAC Members
8	List of File to be maintained by each department	<p>Each Department will prepare class In/Out Monitoring documents on a weekly basis and submit them on 8th June 2023 for A.Y 2022-23</p> <p>For the quality of teaching, faculty evaluation & observation will be done by each department HOD and submit the Handwritten report on 8th June 2023.</p> <p>A newsletter / Magazine will be prepared at the University level in digital format and all departments will submit their all activities in it.</p> <p>IQAC cell will done the Audit for All above activities and</p>	All School Principal/HOD , DQAC Members, IQAC cell

~~Y.A. Doshi~~
6/5/23



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		submit the detailed report on 8 th June 2023.	
9.	Research & Development Cell Activities calendar	Research Articles of All faculties, Research Scholars, Research Activities with University citations to the R&D cell. The R&D cell will provide the Activities/workshop calendar with a digital banner for the odd semester till December 2023. Also, provide the objective and outcome of the different activities and workshops.	Research & Development Cell

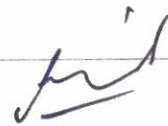
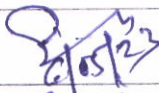
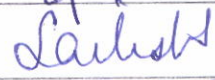
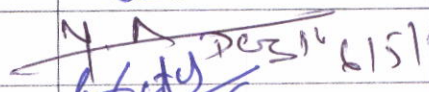
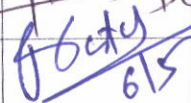



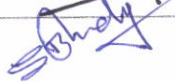

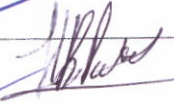

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IQAC Coordinator

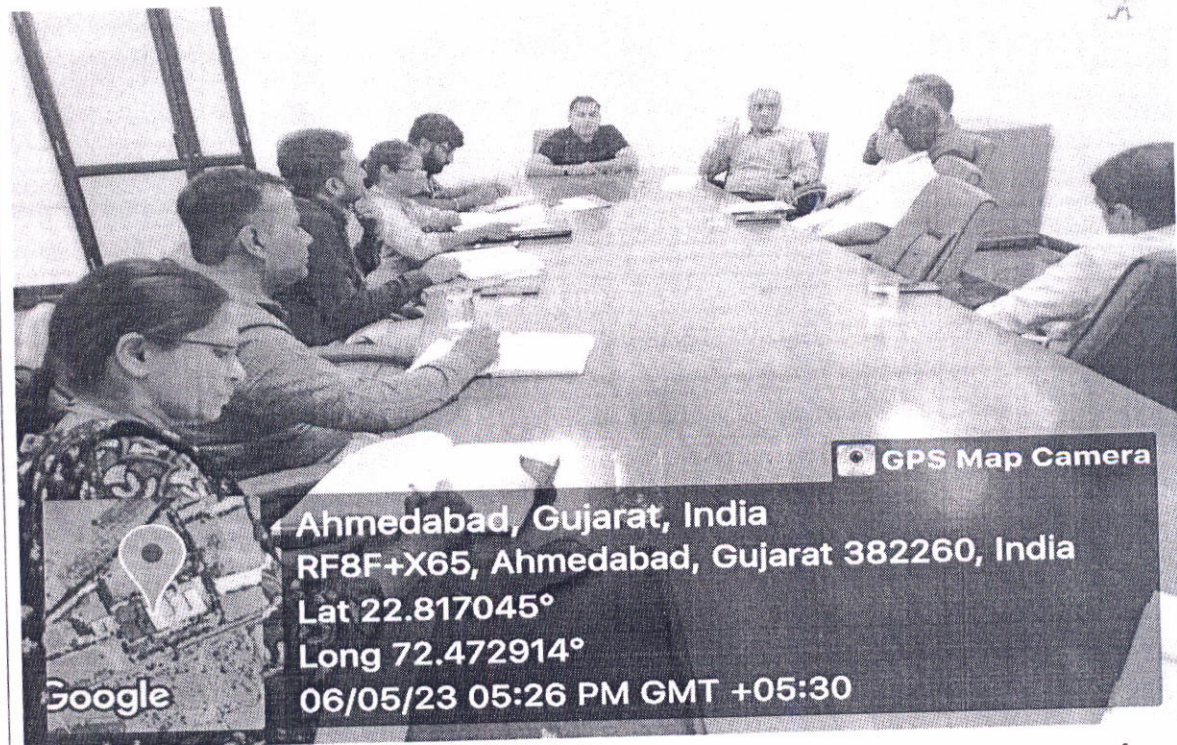
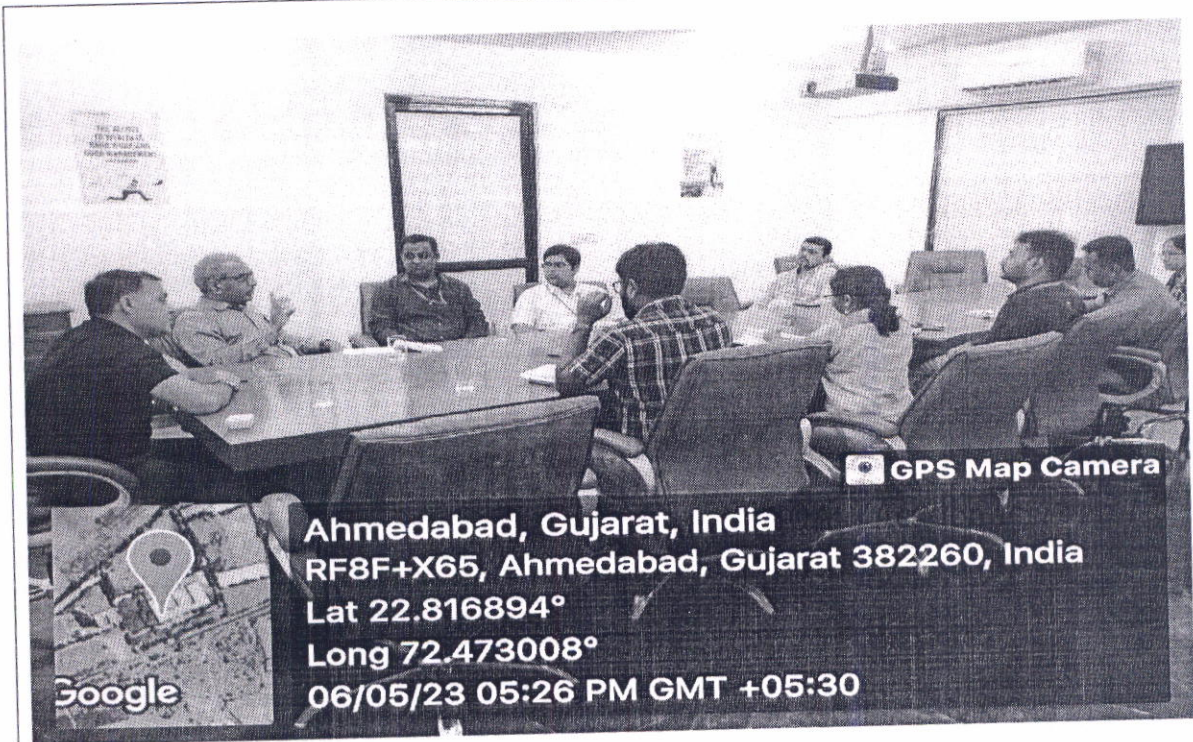
Copy to:

1. Provost Office
2. Director, Academics Office
3. Registrar Office
4. All Deans, Principals and Heads



Name of Attendees	Signature
Dr. G. G. Sastri	
Dr. Anil Tomar	
Dr. Sanjesh Rathi	
Prof. (Dr.) Sailesh Iyer	
Mr. Yashesh Darji	
Dr. P. P. Patel	
Dr. Nita Solanki	
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J. A. Pooni
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