

Minutes of the Meeting – Internal Quality Assurance Cell [IQAC]

Date: 10th September, 2020.

Time: 04:00 PM

Mode: Online (Google Meet)

A meeting of internal & external members of IQAC was held on 10th September, 2020 at 04:00 PM through online mode. The meeting was chaired by Dr. Y P Kosta, Provost - Marwadi University.

Dr. Sarang Pande, Coordinator - IQAC, welcomed the Chairperson and all the distinguished members of IQAC.

The members present in the meeting have been annexed along with the Minutes of the Meeting.

Dr. Pande, addressed the members and shared that Internal Quality Assurance Cell at Marwadi University has been established with an objective of ascertaining and maintaining highest quality standards and excellence in academics. The prime task of Cell will be to develop a system for conscious, consistent and catalytic improvement in the overall performance of the University.

The Agenda for the meeting was taken up as below:

Item No. 1 – CoCubes proposal for the Year 2020-21.

The association and engagement of Marwadi University with CoCubes a leading Third Party student assessment & hiring platform was shared with the members present. It conducts examination twice in a year.

Feedback from a student member Mr. Parthrajsinh Jadeja was requested, which are as below;

- Level of examination in terms of questions asked were good.
- Students may be encouraged and motivated to take-up examinations conducted by CoCubes, which in turn shall help them to face Placement Interviews.

Dr. Y P Kosta, Provost-MU suggested that;

- CoCubes assessment marks can be taken up in continuous evaluation system of Marwadi University. A component out of Best of Three, may be considered for CoCubes assessment.
- The Dean/Principal of the Faculty along with the Head of the Departments shall assess & review upon subject specialism and suggest the courses which can be considered.



Resolution:

Dean/Principal of the Faculties agreed to review the current process and the students shall be encouraged and motivated to take CoCubes examinations.

Item No. 2 – Research and Publication data for AY 2019-20.

Institute wise research publications data summary for the Academic Year 2019-20, was presented to the members as below;

Institute Name	Department Name	No. of Publications
Faculty of Engineering & Technology	COMPUTER ENGINEERING-AI & BIG DATA	23
	COMPUTER ENGINEERING	38
	Information Technology	8
	ICT Engineering	2
	ENVIRONMENTAL SCIENCE & ENGINEERING	36
	MECHANICAL ENGINEERING	34
	ELECTRONICS & COMMUNICATION	21
	ELECTRICAL ENGINEERING	18
	CHEMICAL ENGINEERING	2
	CIVIL ENGINEERING	11
Faculty of Science	MICROBIOLOGY	3
	PHYSICS	25
	CHEMISTRY	12
	MATHEMATICS	9
Faculty of Business Management		38
Faculty of Law		12
Faculty of Computer Applications		9
Faculty of Pharmacy		6
Faculty of Physiotherapy		3
COMMUNICATION SKILLS		7
Grand Total		317

Dr. Y P Kosta, recommended & suggested that each and every faculty members should be encouraged to publish atleast One Research Paper during the Academic Year. It was also emphasized that faculty members holding Doctorate degree should be motivated to publish atleast Two Research papers during the Academic Year.

Further, it was suggested that while conducting R&D activities at the Department, faculty members may also focus upon Patents along with the publications.

The members present considered the same and resolved as below;



Resolution:

The Dean/Principal of the faculty noted the suggestions shared for further implementation.

Item No. 3 – Research Priority Areas.

Ongoing and possibility of researching areas in each of the Institutes were presented for information to the members present.

The detailed Research Priority Areas has been attached as an annexure.

Resolution:

The members present, noted the information shared.

Item No. 4 – Passport to communication online course – Budget and Features.

Features of Online course “Passport to Communication” were presented to the members. Course aimed at enhancing English language skills such as conversation, reading and writing. The course estimate for development was also presented for information.

The Deans & Principals were requested to motivate students to enroll in the course.

Resolution:

The members present, noted the information shared for further implementations at the Institutes and Departments. The budgetary cost involved shall be recommended to Academic Council and may be put-up to Board of Governance for approval.

Item No. 5 – Communication Skill assessment of Faculty members and proposed training.

It was shared that communication skill assessment for faculty and admin staff members has been initiated. Upon the completion of assessment, training need identification shall be made based upon analysis of their performance. The training shall focus on skills such as listening, speaking, reading and writing.

Resolution:

The members present, noted the information shared.



Item No. 6 – Subscription of Journals and Services - Library.

Details of library subscription of Journals and Services for the Academic Year 2020-21 was presented for information to the members present in the meeting. Details also included the budgetary cost involved in new subscriptions and renewals for the Academic Year 2020-21.

Resolution:

The members present, noted the information shared. The budgetary cost involved shall be recommended to Academic Council and may be put-up to Board of Governance for approval.

Item No. 7 – Online Class Observation System and policy for Online Class and Engagement.

The Code of Conduct for Online Lectures, It's recording and online class observation system was presented. Code of Conduct mentioned the purpose, its scope, expectation from faculty members and mandates for conducting online lectures and maintaining its record. The detailed process flow to be followed for recording of lectures as well as it states the provisions of Copyrights of Digital Contents/Materials & its software was also presented to the members present.

Resolution:

The members present, noted the information shared.

Item No. 8 – Development of 5 new wet laboratories – Budget and Planning.

The proposed laboratories i.e. Bioprocess Technology Lab, DMLT Lab, Synthetic Chemistry Lab and Organo-Pharmaceutical Lab being developed at Faculty of Science was shared with the members present. The proposal included the budgetary cost involved in setting-up of laboratories.

Resolution:

The members present, noted the information shared. The budgetary cost involved shall be recommended to Academic Council and may be put-up to Board of Governance for approval.

Item No. 9 – Report on City OPD centre for Physiotherapy.

The OPD Centre for Faculty of Physiotherapy was established with an aim to facilitate students with practical exposure from learnings of classroom. OPD accommodates patients of MU Staff members and its relatives as well as it is open for general public. A report on total patients offered services were shared with the members for information.



Resolution:

The members present, noted the information shared.

Item No. 10 – Outreach Initiatives Report – Webinars planned & sessions conducted.

Outreach activities of Marwadi University such as Career Guidance Seminars, Webinars & Informative sessions for aspiring students organized and conducted with detailed report was presented for information.

Resolution:

The members present, noted the information shared.

Item No. 11 – Academic Quality Improvement Process implementation at Engineering and Science through online system.

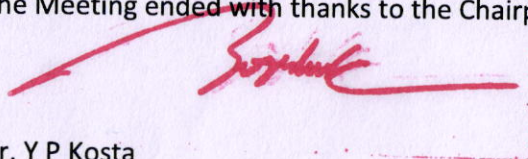
Academic Quality Improvement Process focuses and provides independent, objective assurance and advisory services designed to add value and improve the University operations. It also assists the department to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of internal control and process. Detailed AQI process implemented at Engineering and Science Institutes for increasing effectiveness was shared with the members.

The members present in the meeting discussed and resolved as below;

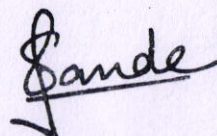
Resolution:

The members present, noted the information shared.

The Meeting ended with thanks to the Chairperson.



Dr. Y P Kosta
Provost – Marwadi University



Dr. Sarang Pande
Coordinator – IQAC

Minutes of the Meeting – Internal Quality Assurance Cell [IQAC]

Date: 19th January, 2021.

Time: 03:00 PM

Mode: Online (Google Meet)

A meeting of members of Internal Quality Assurance Cell [IQAC] was held on 19th January, 2021 at 03:00 PM through online mode. The meeting was chaired by Dr. Y P Kosta, Provost - Marwadi University.

Dr. Sarang Pande, Coordinator - IQAC, welcomed the Chairperson and all the distinguished members of IQAC.

The members present in the meeting have been annexed along with the Minutes of the Meeting.

Dr. Pande, addressed the members and shared that Internal Quality Assurance Cell at Marwadi University has been established with an objective of ascertaining and maintaining highest quality standards and excellence in academics. The prime task of Cell will be to develop a system for conscious, consistent and catalytic improvement in the overall performance of the University.

The Agenda for the meeting was taken up as below:

Item No. 1 – Turnitin Software purchase for plagiarism check.

The details of Journals & Services subscribed for library for the Academic Year 2020-21 & purchase of Turnitin software for plagiarism check was presented to the members present in the meeting for information. Data shared contained the total cost which shall be incurred for purchase of software & journals. Summary of renewal charges as below;

Subscription Renewal Approval for the year 2020-2021					
Part - 1	Sr. No	Name	Types of Collection	Amount	Duration
Renewal and Approval	1	Turnitin	Plagiarism Software	510,000	One year
	2	RemoteXs	Access All data from outside campus	131,000	One year
	3	Manupatra	Law Database	118,000	One year
	4	Grammarly	Language Check Software	12,000	One year
Total Amount				771,000	
Subscribed for the year 2020-2021					
Part - 2	Sr. No	Name	Types of Collection	Amount	Duration
	1	IEEE	e-Journals	467,311	One year



	2	EBSCO	e-Books Package	254,100	One year
	3	IET	e-Books Package	Perpetual Access	
	4	ASME	e-Journals	226,500	One year
	5	ASCE	e-Journals	272,500	One year
Total Amount				1,220,411	

Resolution:

The members present in the meeting observed & noted the details shared.

Item No. 2 – Cocubes Renewal-discussion continued from last meeting.

The association and engagement of Marwadi University with CoCubes a leading Third Party student assessment & hiring platform was shared with the members present. It conducts examination twice in a year. A charges of Rs. 850,000 towards renewal of association shall be incurred which is for a period of 2 years. The detailed analysis of working along with pros & cons were shared with the members present in the meeting.

Resolution:

Members present in the meeting observed and noted the details shared. Further, RESOLVED that the detailed analysis shall be recommended to Academic Council of Marwadi University for further discussion, approval actions to be taken.

Item No. 3 – IUCEE Annual membership renewal.

Since 2016 Marwadi University has collaborated with Indo Universal Collaboration for Engineering Education (IUCEE) with an aim to certify all its Faculty members through this program. IUCEE has been offering a wide range of Faculty Development Programs over the past several years.

Few merits of association with IUCEE were shared, such as participation in technical events for students & faculty members, concessional rates for member institutes, MU brand visibility in the global arena etc. It was shared that renewal of annual membership for charges of Rs. 75,000 has been due for payment since December 2020.

Resolution:

The members present in the meeting noted the details shared. Further, RESOLVED that it shall be recommended to Academic Council of Marwadi University for further discussion, approval actions to be initiated.



Item No. 4 – Academic Audit Reports.

Academic Audit of Departments were conducted, In order to determine whether the departments of the University are functioning and are adequate in a manner as per the prescribed governance process, internal controls designed and operated by the management.

The members were informed that the First Level & Second Level of Audits were completed and were also informed that External Expert Team shall be visiting the Institute to review the progress and share the feedback.

Resolution:

The members present in the meeting noted the information shared.

Item No. 5 – Board of Studies Approval Status.

The courses and syllabus approved by the Board of Studies of the Departments were shared for information to all the members.

The summary of approved courses by the Departmental Board of Studies is as below;

Faculty	Diploma		UG		PG	
	Total Courses	Approved	Total Courses	Approved	Total Courses	Approved
Engineering	7	7	10	7	13	0
Science	-	-	4	4	6	-
Management	-	-	3	3	1	1
Computer Science	-	-	1	1	2	2
Architecture	-	-	1	0	-	-
Law	-	-	1	1	1	1
Pharmacy	-	-	1	1	-	-
Physiotherapy	-	-	1	1	-	-

Resolution:

RESOLVED that the courses approved by the Board of Studies shall be recommended to the Academic Council of Marwadi University for its approval & implementation.

Item No. 6 – Establishment of University Ethics Committee.

To support the research work carried out at the University in the field of Medical, Para-Medical courses, it is proposed to establish an Ethics Committee that affirms human rights as a prerogative of all members of society.



The proposed Ethics Committee shall assist in solving many research approval requirements.

Proposed members of Ethics Committee are as below;

Sr.	Proposed Name	Role in Ethics Committee
1	Dr. Ghanshyam Ahir	Clinician
2	Dr. Sachin Parmar	Medical Scientist
3	Sarpanch - Gauridad	Lay Person
4	Dr. Lalji Baldaniya	Member Secretary
5	Mr.	Social Scientist
6	Dr. Ashish Kyada	Member
7	Dr. Gokul Hospital	Clinician
8	Dr. Jayesh Parmar	Chair Person
9	Dr. Rhishikesh Dave	Legal Expert

Resolution:

The members present in the meeting noted and RESOLVED that, the proposed Ethics Committee shall be recommended to Academic Council of Marwadi University for its approval.

Item No. 7 – Academic Calendar 2020-21 [Even Term]

The Academic Calendar for the Year 2020-21 for Even Term was presented to the members for information and update.

Overall Summary as below;

Semester Patterns

- Start Dates: 11 Jan/18 Jan
- End Date: 1 May/22 May

Trimester Patterns

- Start Date: 11 Jan/19 Apr
- End Date: 3 Apr/10 Jul

Annual Patterns

- Start Date: 1 Aug 20/1 Nov 20
- End Date: 15 Jun 21/30 Jul 21

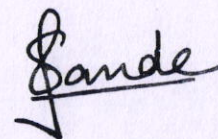
Resolution:

The members present, noted the information shared.



The Meeting ended with thanks to the Chairperson.

Dr. Y P Kosta
Provost – Marwadi University



Dr. Sarang Pande
Coordinator – IQAC

