
Minutes of the 11th meeting of Internal Quality Assurance Cell (IQAC)

Date: Nov 16th 2024; Saturday

Time: 15:00

Venue: MC-301 (Central Boardroom), MU Campus



The 11th meeting of the Internal Quality Assurance Cell (IQAC) was held on Nov 16th, 2024 at 15:00 at the Central Boardroom of Marwadi University.

Following members were present in the meeting:

1. Prof. (Dr.) R.B Jadeja - Provost (Vice- chancellor)	Chairman
2. Mr. Naresh Jadeja - Executive Registrar	Member
3. Mr. Dhruv Marwadi - Trustee	Member
4. Prof. (Dr.) Ramdevsinh Jhala - Controller of Examination	Member
5. Prof. (Dr.) R. Sridaran - Dean, Faculty of Computer Appl.	Member
6. Prof. (Dr.) Rahul Nikam - I/c Dean, Faculty of Law	Member
7. Prof. (Dr.) Kantha Devi Arunachalam - Dean, Faculty of Science	Member
8. Ms. Vidhi Marwadi – Head, Project Management Office	Member
9. Prof. (Dr.) Rajesh Patel - Director, Centre for Distance & Online Education	
10. Prof. (Dr.) Lalji Baldaniya - Principal, Faculty of Pharmacy	
11. Prof. (Dr.) Vicky Jain - Principal, Faculty of Science	
12. Prof. (Dr.) Ashish Kakkad - Principal, Faculty of Physiotherapy	Member
13. Mr. Urmish Vaishnav - Industry representative	Member
14. Mr. Ajay Patel - Parents representative	Member
15. Mr. Neel Dholakiya - Student representative	Member
16. Mr. Dincsh Kakkad - Quality Expert	Member
17. Mr. Kaushik Rao - Librarian	
18. Prof. (Dr.) Meeta Joshi - Asso. Professor, Faculty of Management Studies	Member
19. Prof. (Dr.) Ramesh Bhoraniya - HOD, Department of Mechanical Engg.	
20. Prof. (Dr.) Ankur Bhogayata - HOD, Department of Civil Engg.	
21. Prof. (Dr.) Tarak Vora - Associate Dean, Research	
22. Prof. (Dr.) C D Parmar - HOD, ICT department	
23. Mr. Parthrajsinh jadeja - Alumni Representative	Member
24. Mr. Jobin Thomas	
25. Prof. (Dr.) Nikunj Rachchh - Professor, Faculty of Engineering	Coordinator
26. Mr. Pinto Mammen - Registrar	

Dr. R.B Jadeja, Provost (Vice Chancellor) Marwadi University, presided over the meeting and welcome all the distinguished members of the Internal quality assurance cell (IQAC)

The Provost then requested coordinator to present the agenda items which were taken –up for discussions and recorded as under:



SECTION A: CONFIRMATION OF MINUTES OF PREVIOUS MEETING		
Item No.	Agenda	Description
11IQAC(A)1	Confirmation of minutes of the IQAC No. 10	<p>The minutes of 10th meeting of the IQAC were presented to the members for consideration and approval.</p> <p><u>Resolution</u> RESOLVED that the minutes of 10th meeting of the IQAC be recognized and official</p>

SECTION B: ACTION TAKEN REPORT ON DECISIONS OF PREVIOUS MEETING		
Item No.	Agenda	Description
11IQAC(B)1	Action taken on meeting of the IQAC No. 10	<p>Action taken report of the 10th meeting of the IQAC was presented to the members for consideration and approval.</p> <p><u>Resolution</u> RESOLVED that the action taken report of the 10th meeting of the IQAC be acknowledged and approved.</p>

SECTION C: DISCUSSION AND DECISION ITEMS		
Item No.	Agenda	Description
11IQAC(C)1	Academic Audit (Internal)	<p>Internal academic audit was conducted for faculty of science, faculty of management studies, faculty of law, faculty of computer applications, faculty of engineering and technology (CE, AI, IT). The audit evaluated key parameters such as academic planning, attendance of students, supporting weak students, research contribution and industrial collaborations. The committee members appreciated the systematic approach and quality of the audit process.</p> <p><u>Resolution</u> IQAC was recommended to expedite the completion of the academic audit for the pending programs, including the Faculty of Health Sciences, the Faculty of Arts, and the remaining branches of the Faculty of Engineering, at the earliest possible.</p>
11IQAC(C)2	Departmental classroom observation for enhancing the quality & impact of lecture delivery	<p>The classroom observation reports were presented to the committee members. All members unanimously agreed that this initiative holds significant potential to enhance the quality of the teaching-learning process across the university.</p>



		<p><u>Resolution</u></p> <p>It was recommended that the IQAC Coordinator, with support from faculty members of the AI department, leverage an AI-based tool to analyse the observation Reports. Given the large volume of data generated, manual. Analysis is both time-consuming and cumbersome.</p> <p>Utilizing AI tools will ensure a more efficient, accurate and insightful analysis, ultimately facilitating data-driven decisions for improving lecture delivery and pedagogical practices.</p>
11IQAC(C)3	Adding color coding to CO-PO Attainment Module	<p>The IQAC Coordinator presented a proposed color-coding Scheme for the CO-PO Attainment module. The committee unanimously agreed to use green to represent the highest attainment levels and red to indicate attainment below the Threshold values.</p> <p><u>Resolution</u></p> <p>It was recommended that the IQAC Coordinator finalize and implement the color-coding scheme in the generated reports, with support from the software team, prior to the next IQAC meeting.</p>
11IQAC(C)4	Education excellence summit	<p>Executive registrar presented the progress on obtaining Confirmations from speakers to the members. However, it was found that the tentative dates for the NBA visit for three departments, scheduled from December 5–7, 2024, conflict with the dates of the Educational Excellence Summit (6-7 Dec).</p> <p><u>Resolution</u></p> <p>It was resolved to postpone the event to a mutually agreeable future date, considering the extensive requirements of the NBA visit.</p>
11IQAC(C)5	Quality improvement Event Details	<p>The Executive Registrar presented the reports on quality Improvement events organized by the IQAC in Collaboration with various departments. A total of five events were successfully conducted between July and November 2024</p> <p><u>Resolution</u></p> <p>The information shared was noted by the members.</p>
11IQAC(C)6	Enhancing Placement Outcomes Through AMCAT Assessment Integration	<p>With reference to 10IQACC (1) on student exit feedback, some students suggested additional training to enhance their placement performance.</p> <p>In response, the IQAC recommended introducing the Nurturing Bright Students (NBS) program, with IKIGAI as the training partner and AMCAT as the assessment</p>



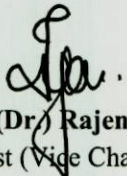
		<p>partner. The program aims to help students secure their dream jobs at multinational companies with high salary packages.</p> <p>Prof. C.D. Parmar, the program coordinator, presented the Program structure along with its expected outcomes.</p> <p><u>Resolution</u> All committee members appreciated the efforts by coordinator and suggested to submit the detailed reports along with the achieved outcomes after completing one batch of final year students</p>
11IQAC(C)7	Approval of Online Courses and Establishment of the Centre for Internal Quality Assurance (CIQA)	<p>Director, Center for online and distance education, informed members about approval of six programs by UGC under entitled category. Formation of CIQA for the same was also presented before the members</p> <p><u>Resolution</u> The information shared was noted by the members</p>
11IQAC(C)8	NBA accreditation updates	<p>NBA progress was shared by respective heads of Mechanical, civil, MBA and pharmacy programs.</p> <p><u>Resolution</u> It was suggested by the members to arrange a mock visit. Regarding the same for better overview of preparations.</p>
11IQAC(C)9	Research Quality Improvement Statistics	<p>Associate Dean- research shared a presentation highlighting the improvement in numbers of Q1 & Q2 papers, progress of marwadi university research center(MURC), research scholar progress statistics.</p> <p><u>Resolution</u> The information shared was noted and appreciated by the Members</p>

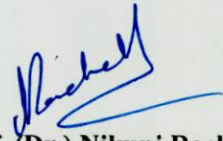


SECTION D: OTHER ITEMS		
Item No.	Agenda	Description
11IQAC(D)1	Any other agenda with the permission of chair	Hon. Provost inquired the progress of NAAC AQAR to IQAC coordinator and suggested timely submission. Resolution IQAC coordinator was given the responsibility to ensure the timely submission of AQAR

The meeting ended with a vote of thanks.




Prof. (Dr.) Rajendrasinh Jadeja
Provost (Vice Chancellor)


Prof. (Dr.) Nikunj Rachchh
IQAC Coordinator

Minutes of the 10th meeting of Internal Quality Assurance Cell (IQAC)

Date: July 6th, 2024; Saturday

Time: 15:00PM

Venue: MC-301 (Central Boardroom), MU Campus



The 10th meeting of the Internal Quality Assurance Cell (IQAC) was held on **July 6th, 2024** at 15:00PM at the Central Boardroom of Marwadi University.

Following members were present in the meeting;

1. Prof. (Dr.) R B Jadeja - Provost (Vice-chancellor)	Chairman
2. Mr. Naresh Jadeja - Executive Registrar	Registrar
3. Mr Dhruv Marwadi – Trustee	Member
4. Prof. (Dr.) Sanjeet Singh – Pro Vice-Chancellor	
5. Prof. (Dr.) Ramdevsinh Jhala – Controller of Examinations	Member
6. Prof. (Dr.) Sridaran Rajgopalan - Dean, Academics & Faculty of Computer Appl.	Member
7. Prof. (Dr.) Sunil Jakhoria - Dean, Faculty of Management Studies	Member
8. Prof. (Dr.) Kantha Devi Arunachalam - Dean, Faculty of Science	Member
9. Prof. (Dr.) Rhishikesh Dave - Dean, Faculty of Law	Member
10. Prof. (Dr.) Rajesh Patel - Principal, Diploma Studies	
11. Prof. (Dr.) Lalji Baldaniya - Principal, Faculty of Pharmacy	Member
12. Dr. Meeta Joshi – Asso. Professor, Faculty of Management Studies	Member
13. Dr. Ashishkumar Kyada – Asso. Professor, Faculty of Pharmacy	Member
14. Mr Urmish Vaishnav – Industry representative	Member
15. Mr Ajay Patel - Parents representative	Member
16. Mr Dinesh Kakkad – Quality Expert	Member
17. Mr Kaushik Rao – Librarian	
18. Dr Rahul Nikam – Asso. Professor, Faculty of Law	
19. Mr Parthrajsinh Jadeja – Alumni Representative	Member
20. Prof. (Dr.) Nikunj Rachchh - Professor, Faculty of Engineering	Coordinator
<u>Joined online via Google Meet:</u>	
21. Mr Neel Dholakiya – student representative	Member

Dr. R B Jadeja, Provost (Vice-Chancellor) Marwadi University, presided over the meeting and welcomed all the distinguished members of Internal Quality Assurance Cell (IQAC).

The Provost, then requested Coordinator to present the agenda items which were taken-up for discussions and decisions recorded as under.



SECTION A: CONFIRMATION OF MINUTES OF PREVIOUS MEETING		
Item No.	Agenda	Description
10IQAC(A)1	Confirmation of Minutes of the IQAC No. 9	<p>The minutes of 9th meeting of the IQAC were presented to the members for consideration and approval.</p> <p><u>Resolution</u></p> <p>RESOLVED that, the minutes of 9th meeting of the IQAC be recognized and official.</p>

SECTION B: ACTION TAKEN REPORT ON DECISIONS OF PREVIOUS MEETING		
Item No.	Agenda	Description
10IQAC(B)1	Action Taken Report on meeting of the IQAC No. 9	<p>Action Taken Report of the 9th meeting of the IQAC was presented to the members for consideration and approval.</p> <p><u>Resolution</u></p> <p>RESOLVED that, the Action Taken Report of the 9th meeting of the IQAC be acknowledged and approved</p>

SECTION C: DISCUSSION AND DECISION ITEMS		
Item No.	Agenda	Description
10IQAC(C)1	Students Feedback Analysis	<p>The coordinator presented the qualitative and quantitative aspects of student exit feedback. Also, the parameters of feedback for all programs were compared with the university average. FoET and FoA were the departments with the highest average feedback. It was observed that FoMS and FoCA received below-university-average feedback in some of the parameters. However, the lowest feedback observed was also 70%.</p> <p><u>Resolution</u></p> <p>It was decided that Deans of FoCA and FoMS will discuss the departmental feedback with their faculties and take corrective actions to improve perception of students towards department.</p>
	Parents Feedback Analysis	<p>As part of new IQAC initiative 'Each one – Meet one' related to each faculty meeting parents of students, 3493 parents have given their feedback on academics, course and facilities at MU during meeting with teachers. FoET and FoDS were the highest recognized departments by parents. Physiotherapy and FoMS received the lowest feedback.</p>


10IQAC(C)2		<p><u>Resolution</u></p> <p>It was decided that all Deans should discuss the feedback with their faculties so as to spread awareness among faculties. Also, it was suggested to departments having lower than average feedback to brainstorm the reasons for lower feedback and take corrective actions.</p>
10IQAC(C)3	Education Excellence Summit	<p>Executive Registrar presented the tentative speakers list prepared by IQAC in consultation with Deans of various departments comprising the thought leaders, educators, administrators, and policy-makers to discuss and share innovative practices in higher education.</p> <p><u>Resolution</u></p> <p>The tentative dates for the summit were fixed on 6-7th Dec 2024. Also, Coordinator was suggested to start contacting the experts for their confirmation earliest possible</p>
10IQAC(C)4	SOP for analysis of Midsem & Final Results	<p>The Provost suggested the new system based categorization of students based on first mid-sem exam aimed at enhancing the overall performance of the university and helping weak learners. The committee deliberated over the matter regarding the current system with reference to different programs and ways to automate the same.</p> <p><u>Resolution</u></p> <p>The committee suggested having a uniform system of classifying the students into Premium, Average, and Challenged based on the academic results of the first midsem exam. The coordinator was suggested to design the system in UniRP for the classification of students, action taken by faculties, and comparison of the first midsem result with the final exam result to observe the improvement.</p>
10IQAC(C)5	NAAC Criteria Analysis	<p>The criteria coordinators presented a comprehensive analysis of NAAC criteria 4,5,6 & 7 to the committee, drawing comparisons between the points outlined in the AQAR 2022-23 and those in the NAAC SSR for the first cycle visit. Exhaustive brainstorming was done on the best practices and institutional distinctiveness to be highlighted in the next AQAR.</p> <p><u>Resolution</u></p> <p>The information shared was noted by members, and the committee suggested the criteria coordinators to analyze the</p>


		status of their criteria and complete the shortfalls (if any) during the odd semester in terms of activities, best practices etc.
10IQAC(C)6	NBA accreditation updates	<p>Executive Registrar gave the brief about two expert talks conducted on NBA accreditation process related to criteria 7,8,9 & 10. Also, committee discussed about the preparation of Mechanical, Civil, Pharmacy and MBA programs towards NBA accreditation process</p> <p><u>Resolution</u></p> <p>It was suggested by the committee to file the prequalifier for all above branches and ensure that SAR is uploaded before 30th September. Also, it was suggested to have an external audit of NBA preparations by expert in month of August 2024</p>
10IQAC(C)7	Research Updates	<p>Pro-VC shared the updates about the publications and upcoming state of art research facility called Marwadi University Research Center (MURC) worth 5.5 crore and the its impact on research outcomes of MU</p> <p><u>Resolution</u></p> <p>The information shared was noted by the members.</p>

SECTION D: OTHER ITEMS

Items Nos.	Agenda	Description
10IQAC(D)1	Any other agenda with permission of Chair	

The meeting ended with a vote of thanks.


Prof. (Dr.) Rajendrasinh Jadeja
Provost (Vice Chancellor)


Prof. (Dr.) Nikunj Rachchh
IQAC Coordinator



Minutes of the 9th meeting of Internal Quality Assurance Cell (IQAC)



Venue: MC-301 (Central Boardroom), MU Campus

The 9th meeting of the Internal Quality Assurance Cell (IQAC) was held on **Feb 6th, 2024** at 15:00PM at the Central Boardroom of Marwadi University.

Following members were present in the meeting;

1. Prof. (Dr.) R B Jadeja - Provost (Vice-chancellor)	Chairman
2. Mr. Naresh Jadeja - Registrar	Registrar
3. Mr Dhruv Marwadi – Trustee	Member
4. Prof. (Dr.) Ramdevsinh Jhala – Controller of Examinations	Member
5. Prof. (Dr.) Sridaran Rajgopalan - Dean, Academics & Faculty of Computer Appl.	Member
6. Prof. (Dr.) Sunil Jakhoria - Dean, Faculty of Management Studies	Member
7. Prof. (Dr.) Kantha Devi Arunachalam - Dean, Faculty of Science	Member
8. Prof. (Dr.) Rhishikesh Dave - Dean, Faculty of Law	Member
9. Prof. (Dr.) Rajesh Patel - Principal, Diploma Studies	
10. Prof. (Dr.) Ashish Kakkad - Principal, Faculty of Physiotherapy	Member
11. Prof. (Dr.) Lalji Baldaniya - Principal, Faculty of Pharmacy	Member
12. Ms. Vidhi Marwadi - Head, Project Management Office	Member
13. Prof. (Dr.) Tarak Vora - Professor, Faculty of Engineering	
14. Dr. Meeta Joshi – Asso. Professor, Faculty of Management Studies	Member
15. Dr. Ashishkumar Kyada – Asso. Professor, Faculty of Pharmacy	Member
16. Mr Urmish Vaishnav – Industry representative	Member
17. Mr Ajay Patel – Parents representative	Member
18. Prof. (Dr.) Nikunj Rachchh - Professor, Faculty of Engineering	Coordinator
19. Dr Tapan Trivedi – Associate Professor, Faculty of Engineering	
<u>Joined online via Google Meet:</u>	
20. Mr. Giriraj Raol – Industry representative	Member

Dr. R B Jadeja, Provost (Vice-Chancellor) Marwadi University, presided over the meeting and welcomed all the distinguished members of Internal Quality Assurance Cell (IQAC).

The Provost, then requested Coordinator to present the agenda items which were taken-up for discussions and decisions recorded as under.



SECTION A: CONFIRMATION OF MINUTES OF PREVIOUS MEETING		
Item No.	Agenda	Description
9IQAC(A)1	Confirmation of Minutes of the IQAC No. 8	<p>The minutes of 8th meeting of the IQAC were presented to the members for consideration and approval.</p> <p><u>Resolution</u></p> <p>RESOLVED that, the minutes of 8th meeting of the IQAC be recognized and official.</p>

SECTION B: ACTION TAKEN REPORT ON DECISIONS OF PREVIOUS MEETING		
Item No.	Agenda	Description
9IQAC(B)1	Action Taken Report on meeting of the IQAC No. 8	<p>Action Taken Report of the 8th meeting of the IQAC was presented to the members for consideration and approval.</p> <p><u>Resolution</u></p> <p>RESOLVED that, the Action Taken Report of the 6th meeting of the IQAC be acknowledged and permitted with due considerations of following important points</p> <ul style="list-style-type: none"> - NBA prequalifier deadline is kept as 30th March 2024 for all 5 programs in first phase ensuring all necessary faculty trainings are completed priorly(8IQAC(C)3) - IQAC coordinator to devise mechanism to record all stakeholder's feedback digitally with proper action taken report ensuring at least 50% participation from students (8IQAC(C)6)

SECTION C: DISCUSSION AND DECISION ITEMS		
Item No.	Agenda	Description
9IQAC(C)1	Starting open/online/distance learning programs	<p>Registrar shared the government guidelines and need to form center for internal quality assurance (CIQA) committee for starting online programs. Members discussed to utilize existing MOOC courses in MOODLE/Institute LMS/PG Paathshala/SWAYAM for such online programs as well as open electives</p> <p><u>Resolution</u></p> <p>Committee suggested to nominate the members of CIQA after identifying the departments going for starting online programs. It was also suggested to utilize existing MOOC courses as open electives</p>



9IQAC(C)2	Faculty meeting with parents	<p>Registrar introduced the new IQAC initiative 'Each one – Meet one' related to each faculty meeting parents of students. These meetings are crucial for fostering a collaborative educational environment, ensuring transparency and alignment of goals between educators and parents, ultimately enhancing student success and well-being.</p> <p><u>Resolution</u></p> <p>All members whole heartedly accepted and appreciated the initiative. It was also resolved that IQAC will monitor the progress of meetings and ensure that it is completed before 15th April. Also, it was decided to capture parents feedback after properly explaining them the feedback form and providing the same in Gujarati also if required.</p>
9IQAC(C)3	<p>Improving institutional performance & NAAC grades</p> <ul style="list-style-type: none"> - Guidelines for slow & fast learner - Guidelines for Associate Prof & Prof - Guidelines for HOD - Organizing FDP & Workshop at dept level 	<p>Provost presented the exhaustive guidelines for identifying slow and fast learners. Briefing was also given on course files and its content requirement. Few guidelines were also discussed among members for Professors, Associate Prof and HOD to excel in next accreditation cycle.</p> <p><u>Resolution</u></p> <p>It was resolved that all programs should focus on multiple modes of learner identification rather than only semester exam results. Also, it was decided to make the guidelines for Professor, Associate Professor & HOD institutional earliest possible after discussing the same in other statutory committees of university.</p>
9IQAC(C)4	Quality improvement workshops	<p>IQAC coordinator highlighted the details of quality improvement workshops conducted as per following details</p> <ol style="list-style-type: none"> 1) 'Program Educational Objectives and Teaching – Learning Processes' by Dr Asif MD (Dean-student affairs, Vardhman Engg College) on 18th Dec 2023 2) 'Course Outcomes and Student Performance' by Dr Asif MD (Dean-student affairs, Vardhman Engg College) on 26th Dec 2023 3) 'Faculty Information and Technical Support for NBA' by Dr Rajanikanth Aluvalu (CBIT-Hyderabad) on 11th Jan 2024 <p>Coordinator also shared the details of two more workshop on quality theme lined up in month of February</p> <p><u>Resolution</u></p> <p>The information shared was noted by the members.</p>

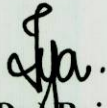


9IQAC(C)5	Refining Stake Holder's Feedback Forms	<p>Coordinator presented the revised feedback forms designed keeping various accreditation parameters in focus</p> <p><u>Resolution</u></p> <p>Members accepted the revised feedback form and suggested to improve it further as and when required. Also, it was suggested to keep parent's feedback form in bilingual mode</p>
9IQAC(C)6	NAAC Criteria Analysis	<p>The criteria coordinators presented a comprehensive analysis of NAAC criteria 1, 2, and 3 to the committee, drawing comparisons between the points outlined in the AQAR 2022-23 and those in the NAAC SSR for the first cycle visit</p> <p><u>Resolution</u></p> <p>The information shared was noted by members, and the committee suggested conducting the same analysis for the remaining criteria and preparing projected targets for publications, projects, FDPs, etc., on a yearly basis, program wise.</p>
9IQAC(C)7	AQAR Filing	<p>Registrar presented the compiled AQAR 2022-23 to all committee members for their approval</p> <p><u>Resolution</u></p> <p>The draft AQAR 2022-23 was approved by the members and it was suggested to upload the same on 8th Feb 2024.</p>
9IQAC(C)8	Research Updates	<p>Deputy Dean – Research, shared a presentation of latest research updates including conferences completed at MU, seed grant offered, revised research promotion policy and revised JRF-SRF policy.</p> <p><u>Resolution</u></p> <p>The information shared was noted by the members.</p>

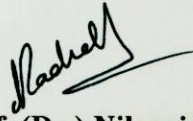


SECTION D: OTHER ITEMS		
Items Nos.	Agenda	Description
9IQAC(D)1	Any other agenda with permission of Chair	

The meeting ended with a vote of thanks.


Prof. (Dr.) Rajendrasinh Jadeja
 Provost (Vice Chancellor)




Prof. (Dr.) Nikunj Rachhh
 IQAC Coordinator