

**Minutes of the Meeting of
IQAC
Held on 31 July, 2019**

The Meeting of IQAC was held on 31 July, 2019 at 04:00 PM at the Board Room [MC-301] of Marwadi University. The meeting was chaired by Dr. Y P Kosta, Provost Marwadi University.

Prof. Naresh Jadeja, welcomed the Chairperson Dr. Y P Kosta and all the distinguished members of IQAC.

The Agenda for the day was taken up as below:

Item No. 1 – Confirmation of Minutes of the Meeting of IQAC held on 6th February, 2019.

The Minutes of the Meeting of IQAC of Marwadi University held on 6th February, 2019 was circulated amongst the members present, for their comments/observations. No comments/observations were received from any of the members.

The Council was requested to consider the same and confirm the minutes.

Members agreed to confirm the Minutes and resolved as below;

Resolution:

RESOLVED that, Minutes of the Meeting of IQAC of Marwadi University held on 6th February, 2019 be **CONFIRMED**.

Item No. 2 – Action Taken Report on the IQAC Meeting held on 2 Jan, 2019.

The Action taken Report on the resolution of the said IQAC meeting was placed before the members for considerations and the members were requested to accept.

The members present considered the same and resolved as below;

Resolution:

RESOLVED that the actions taken on the decisions of the Meeting of IQAC Meeting of Marwadi University held on 6th February, 2019 be **ACCEPTED** as reported.

Item No. 3 – Academic Calendar of Odd Semester.

The branch wise Academic Calendar of Odd Semester was presented to the members along with the start date and end date of regular classes. Tentative exam dates were also presented to have an early planning of academic teaching.

Resolution:

RESOLVED that, Academic Calendar shall be accepted and approved for further implementation.

Item No. 4 – Examination Results: Summer 2019.

Student's examination result of the Summer 2019 session was presented by the Controller of Examinations before the members of IQAC for information. Institute wise discussion on further improvements was discussed.

Resolution:

RESOLVED that, the result analysis shared was noted by the members present.

Item No. 5 – Approval to Award Degrees – Students Pass out 2019.

The list of graduating students, students eligible for Gold Medal along with the summary of eligible students for award of degree certificates were presented for approval from the members of IQAC.

FACULTY/INSTITUTE	Stdnt Count
FACULTY OF BUSINESS MANAGEMENT	68
FACULTY OF COMPUTER APPLICATIONS	39
FACULTY OF LIBERAL STUDIES	153
FACULTY OF SCIENCE	253
FACULTY OF TECHNOLOGY	10
TOTAL	523

Resolution:

RESOLVED that, the eligible students as presented shall be awarded the graduation certificates and will be presented for approval from Board of Governance.

Item No. 6 – 2nd Convocation of Marwadi University - 2019.

- * Date, Time and Venue
- * Chief Guest
- * Finalization of Schedule

As proposed, the 2nd Convocation of Marwadi University - 2019 has been scheduled on Saturday



Programme Schedule

Date: October 12, 2019 (Saturday).

Venue: Auditorium, PG Building, Marwadi University

Chief Guest: Dr. Sudhir Mishra, Distinguished Scientist & Director General and CEO & MD, BrahMos Aerospace.

Programme Schedule	
Time	Activity
14:00-14:30	Students collect convocation dress at PG Building
14:30-15:00	Group Photographs
15:00-16:00	Students assemble for instructions and Final Present Count at Seminar Hall
16:00-16:30	Graduates take their seats in Convocation Venue
17:00	Guests to be seated in their places
17:30	The Procession Commences
17:40	The President declares the Convocation open
17:40-19:30	Convocation Proceedings
19:30	The President declares the Convocation closed
19:40	Dinner

October 12th 2019. The program schedule was presented for information of all the members of IQAC.

Resolution:

The program schedule was noted by the members of IQAC and was requested to accord approval from the Board of Governance.

Item No. 7 – Convocational Guidelines.

- * Guidelines for Award of Medals
- * Procession Guidelines
- * Academic Costumes
- * Degree certificate – Design & Content

The drafted guidelines of convocation were presented for approval from the members of IQAC. The detailed guidelines included rules for awarding academic medals to meritorious students, details about convocation fees & application, academic costumes, procession guidelines and design & content of degree certificate.

The members discussed and resolved as below;

Resolution:

RESOLVED, the guidelines as presented shall be accepted for implementation and was requested to accord approval from Board of Governance.

Item No. 8 – Approval of Ph.D Program – 2019-20.

The Ph.D program of Marwadi University for the Academic Year 2019-20 was shared for information and approval. Eligibility criteria for admission to Ph.D program, application process, application fees and fees for Ph.D program was shared and discussed among the members of IQAC. Branch wise seat intake for Academic Year 2019-20 and Ph.D supervisors were also shared for approval from IQAC.

Ph.D. program will be offered in the following disciplines in 2019--20.

Programs	Seats
Chemical Engg.	2
Civil Engg.	8
Computer Engg.	8
Electrical Engg.	8
Electronics & Communication Engg.	6
Environment Engg.	2
Mechanical Engg.	10
Computer Science	8
Environmental Science	2
Chemistry	14
Microbiology	8
Physics	8
Pharmacy	4
Physiotherapy	2
Law	4

Sociology	2
Political Science	2
Mathematics	4
Language	2

The members present discussed and resolved as below;

Resolution:

RESOLVED that, Ph.D program of Marwadi University shall be approved for commencement from Academic Year 2019-20.

Item No. 9 – Syllabus Approvals.

- * MBA – Business Analytics
- * MBA – Executive Programme
- * Faculty of Physiotherapy

The approved syllabus structure by the Board of Studies of Faculties was put-up for consideration and approval was requested from members of IQAC.

Resolution:

RESOLVED that, the syllabus structure as approved by the Board of Studies of Faculties shall be approved for implementation.

Item No. 10 – Increase in student seat intake – Faculty of Pharmacy.

- * B.Pharm – from 60 seats to 100 seats

Dr. Lalji Baldaniya, Principal – Faculty of Pharmacy shared that, looking upon the demand in studies for Pharmacy among the aspiring students, it was proposed to increase Intake from 60 seats to 100 seats in Faculty of Pharmacy.

Resolution:

RESOLVED that, the members present considered and accepted the proposal to increase seat intake and it shall be put-up to the Governing Board of Marwadi University for approval

Item No. 11 – Introduction of new PG Course – Faculty of Pharmacy.

- * M.Pharm – Pharmaceutics
- * M.Pharm – QA Department

The Institute believes that it can only grow, when it gets involved and pursues innovative research useful to society. Now, research activities and higher study are needed for the day and it is equality applicable to all the students, who are desirous to excel in their career.

Keeping this thought in mind, the Faculty of Pharmacy proposed to commence M. Pharmacy (Postgraduate) course in two specializations, namely **(1) M. Pharm. in Pharmaceutics and (2) M. Pharm. in Pharmaceutical Quality Assurance** from next academic year 2020-2021.

Intake capacity to M.Pharm course: 15 Students

Duration of course: Two years.

Scope of M. Pharm. course:

The said course will educate the candidates about the design and manufacture of medicines. They are required to possess strong analytical skills and have a desire for deeper knowledge in the modern techniques of manufacturing medicines. The course also includes the recent developments in the drug delivery system as one of its subjects. It also takes into consideration product development, modern analytical technique, among others. At the end of the course, the last two semesters will comprise a dissertation, presentation, and viva voce, which will test their practical along with their theoretical skills. Besides that, the presentation and communication skills are very important when the candidate will be expected to sell their manufactured medicines to pharmaceutical companies.

Fees per annum:

The average fee charged for the course in Gujarat ranges between INR 1,00,000/- to 2,00,000/- for each year.

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

Resolution:

RESOLVED that, the proposed courses shall be considered as skill development courses and the same shall be put-up to the Governing Board of the University.

Item No. 12 – Summer Training for Overseas Students – Faculty of Computer Applications.

Dr. R Sridaran, Dean – Faculty of Computer Applications, presented that in order to support international students who are desirous to utilize their vacation time can opt for the certification programs in the emerging technologies of IT/ITeS, summer training under Finishing School was proposed to be introduced. The said certification program shall be ideal for students of Computer Science field, and want to get certification in emerging technologies while studying.

The detailed program eligibility, duration, fees and intake details has been enclosed as an Annexure.

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

Resolution:

RESOLVED that the proposed Summer Training program shall be introduced upon acceptance from the Board of Studies of Faculty of Computer Applications and the same shall be put-up to the Governing Board of MU for approval.

Item No. 13 – Emphasis on English Day Celebration and Encourage students to participate in MU public speaking contest.

In order to give impetus on English language on campus, several innovative measures such as English Day Celebration & MU Public Speaking Fest have been organized. Such initiatives shall prepare students for events such as Times of India Public Speaking Contest and similar contests at the National level. Mr. Naresh Jadeja, Registrar requested the Dean of the Faculties and members present in the meeting to motivate and guide faculty members to increase participation of students in such measures being adopted at the Institute.

Resolution:

RESOLVED that, due emphasis on English Day celebrations shall be initiated at the Academic Departments of the University which shall add values to the student learning.

Item No. 14 – Organizing TEDx, MU Fest & Happy Street through Department of MU.

Mr. Naresh Jadeja briefed the members present in the meeting that the department students can take lead in organizing events such as Happy Street, TEDx, MU Fest etc. in a month and another department during another month. The aim is to engage all branch students (Engg, Science, Management, Architecture, Law, MCA, Pharmacy, Physiotherapy) for a few hours in meaningful activities under supervision of faculty members which shall help in developing interpersonal and leadership skills.

The members were requested to take initiative to motivate and encourage faculty members to take-up the lead in organizing activities.

Resolution:

RESOLVED that, the details shared were noted by members for implementation at the Academic Departments.

Item No. 15 – Vision Building of Marwadi University.

Mr. Naresh Jadeja, Registrar informed the members present in the meeting that the University is in the process of building "Vision", as the existing "Vision" was established at the inception and a decade ago. The Institute is aiming to announce a new Vision on 1st January 2020 for the new decade. As guided by Mr. Jeet Marwadi, Trustee – Marwadi University, the Institute shall work on the framework developed by "Building Your Company's Vision" by Jim Collins. A workshop shall be planned where-in the Head of the Departments, faculties and senior officials will be part of it and shall engage, brainstorm and discuss upon "Vision" of Institute for the next decade.

Resolution:

RESOLVED that, the details shared were noted by members.

Item No. 16 – Starting National Cadet Corps (NCC) Wing at MU for Boys & Girls with 50 strength.

Mr. Naresh Jadeja, Registrar shared that the University now has a wing of NCC with 50 cadets strength in Boys as well as in Girls, a voluntary organization engaged in grooming the youth of the country in disciplined and patriotic citizens. It was informed that the staff/faculty members who were NCC Cadets in School or College and have experienced the works of NCC during their school or college days are welcomed to join the wing of NCC at MU. Also interested and experienced staff members were also requested to approach the Registrar – MU.

Resolution:

RESOLVED that, the details shared were noted by the members.

Item No. 17 – Academic planning for the upcoming semester

Commencement of the new Academic Semester was on 06th June, 2019 for the branches of Engineering, Science and Diploma courses, Dr. Kosta had advised Deans of Faculty to have below set-up ready to ensure a smooth beginning.

- 1] Ensure the time table is ready before the commencement of classes.
- 2] Kindly send an SMS to students regarding the beginning of classes on 06th June, 2019.
- 3] Monitor that each and every student attends the orientation program. Advice class coordinators to ensure attendance of students, registration process and assigning of mentors to students is undertaken.
- 4] E-mail orientation report within 3 working days to Mr. Jobin Thomas.
- 5] A meeting may be conducted with the faculty members at the Department to brief and communicate the details.

Resolution:

RESOLVED that, it will be executed in all departments of the University.

Item No. 18 – – PBAS review of each faculty member at the Department – Research Component.

It was informed that as a leader of the department continuously guiding, mentoring and reviewing the performance of faculty members is an important and continuous responsibility, for the career advancements of faculty members.

It was advised to review and evaluate on below areas;

- 1] Score of PBAS, for the faculty members who are serving with the University since the last 2 years.
- 2] Number of faculty members who have undergone IUCEE training under Phase I & II.
- 3] Faculty members need to attend STTPs and Workshops conducted by renowned institutions like IITs & NITs. Please review the number of faculty members who have undergone such training.
- 4] Evaluate Research Component: Number of SCI papers published and book chapters.

It was also shared that continuously evaluating and reviewing shall help in overall development of the faculty member as well as Institute.

Resolution:

RESOLVED that, PBAS review will be done in all departments.

Item No. 19 – Student participation in SWAYAM course on Designing Digital Solution.

Mr. Kirankumar Parmar, Sr. Manager - Skill Development Department, was requested to present details on student participation in SWAYAM course on Designing Digital Solution. It was informed that MHRD Innovation Cell has created an online course on SWAYAM portal, which is open for all students who want to learn about Designing Digital Solutions.

The Designing Digital Solution course is created by eminent experts from Industry and Academic Institutes for students who intend to understand “how to convert a prospective idea into a structured digital solution”. The focus of the course is to primarily identify an idea and conceptualize a digital solution for the same using modern tools and techniques. The course covers sessions from planning the project, identifying feasible ideas, designing and developing an optimum solution. Sessions on presentation skills, IPR and Patents are also included for learners.

It was also shared that the course will also help students who participate in frequently organized events on entrepreneurship and Innovation such as Smart India Hackathon 2019.

The faculty members and Heads of the Department were requested to encourage and motivate students to enroll in the course free of cost and receive participation certificates.

Resolution:

RESOLVED that, details shared by Sr. Manager-Skill Development were noted by the Heads of the Department with an assurance to encourage students to enroll in the course.

Item No. 20 – – Progress on Academic Work

Since the past 1 month with regard to commencement of the Even Semester, progress on Academic work has been called from the Heads of the Department. It was suggested that a cross department academic audit shall be conducted by the senior faculty member for all the branches of Engineering to verify the progress. During the audit, feedback from students shall be obtained and a report shall be presented to the Deans.

Accordingly, below mentioned committee was formed to undertake the activity of academic audit;

1. Environmental Engineering – Prof. Jay Teraiya & Dr. Sunil Sagar
2. Electronics & Communications – Dr. Jignesh Makwana, Dr. Gaurav Sanghvi & Dr. Lalji Baldaniya
3. Computer Engineering – Dr. Amit Sata, Dr. Pinank Patel & Dr. Vaibhav Mehta [4th/8th Sem.]
4. Mechanical Engineering – Dr. Rajesh Patel, Dr. Sunil Soni & Prof. Jay Teraiya
5. Civil Engineering – Dr. Sneha Gautam, Prof. Tapan Trivedi & Prof. Nishant Kothari [4/6/8 Sem.]



6. Electrical Engineering – Dr. Ramesh Bhoraniya, Dr. Subhanshu Goyal & Dr. Rajendra Patel
7. IT – Prof. Nikhil Chotai, Prof. Dhananjay Singh, Dr. Jenish Patel & Dr. Mukesh Keshvani [4 Sem.]
8. Management - Prof. Amit Sata, Dr. Sunil Bajaja
9. Computer Applications: Prof. Meeta Mandaviya, Prof. Divyakant Meva
10. Law: Dr. Sunilkumar Jakhoria, Prof. Nishant Kothari
11. Science: Dr. Sunil Sagar, Dr. Sneha Gautam
12. Pharmacy: Dr. Rishikesh Dave, Dr. Subhanshu Goyal
13. Architecture: Dr. Ankur Bhogayata, Dr. Gaurav Sanghavi

Resolution:

RESOLVED that, Heads of the Department and concerned faculty members will ensure implementation.

The Meeting ended with thanks to the Chairperson.

IQAC Coordinator

Provost
Marwadi University

**Minutes of the Meeting of
IQAC
Held on 27th November, 2019**

The Meeting of IQAC was held on 27th November, 2019 at 04:00 PM at the Board Room [MC-301] of Marwadi University. The meeting was chaired by Dr. Y P Kosta, Provost Marwadi University.

Prof. Naresh Jadeja, welcomed the Chairperson Dr. Y P Kosta and all the distinguished members of IQAC.

The Agenda for the day was taken up as below:

Item No. 1 – Confirmation of Minutes of the Meeting of IQAC held on 31 July, 2019.

The Minutes of the Meeting of IQAC of Marwadi University held on 31 July, 2019 was circulated amongst the members present, for their comments/observations. No comments/observations were received from any of the members.

The Council was requested to consider the same and confirm the minutes.

Members agreed to confirm the Minutes and resolved as below;

Resolution:

RESOLVED that, Minutes of the Meeting of IQAC of Marwadi University held on 31 July, 2019 be **CONFIRMED**.

Item No. 2 – Action Taken Report on meeting of IQAC held on 31 July, 2019.

The Action taken Report on the resolution of the said IQAC meeting was placed before the members for considerations and the members were requested to accept.

The members present considered the same and resolved as below;

Resolution:

RESOLVED that the actions taken on the decisions of the Meeting of IQAC of Marwadi University held on 31 July, 2019 be **ACCEPTED** as reported.

Item No. 3 – Organizing INDICON 2019 at Marwadi University on 13 - 15 December, 2019.



IEEE India chapter had accepted a proposal to host INDICON 2019 at Marwadi University campus on 13-15 December, 2019. Organizing committee for the conference is proposed http://indicon2019.in/Organizing_Committee.php . It was informed that

1. Ravinder Dahiya, Professor of Electronics and Nanoengineering, School of Engineering at University of Glasgow (UK) and
2. Prof. Toshio Fukuda, Professor, Beijing Institute of Technology/Meijo University (China), 2019 IEEE President-elect will deliver plenary sessions.

Detailed program was presented <http://indicon2019.in/program-at-glance.html> and all faculty members and students were invited to participate in this National Level event.

Resolution:

RESOLVED that, all support should be provided for the conference and participation should be encouraged.

Item No. 4 – Organizing ASME E-Fest 2020 from 28th February 2020 to 1st March 2020 at Marwadi University.

Asian chapter of ASME has accepted a proposal to host ASME E-Fest 2020 at Marwadi University campus from 28th February to 1st March 2020. 1000+ students from all across the country will be coming to campus. Committee members have been appointed to execute this event on campus <https://www.marwadiuniversity.ac.in/asme/asme-e-fest-2020/>.

It is proposed to -

1. provide bus transportation to all students staying at various hotels in the city.
2. Dedicate main roads of the campus for the ASME track and shift all parking and entry from PG Building entrance.
3. Remove all speed breakers during the event.
4. Organize Cultural night and Celebrity events.
5. Encourage participation of students from all disciplines in the workshop organized during this event.

Resolution:

RESOLVED that, all support should be provided for the ASME 2020 and participation should be encouraged.

The Meeting ended with thanks to the Chairperson.

IQAC Coordinator

Provost
Marwadi University

Minutes of the Meeting of IQAC

Date: 9th April, 2020.

Time: 04:00 PM

A meeting of IQAC was held on 9th April, 2020 at 05:00 PM through online mode. The meeting was chaired by Dr. Y P Kosta, Provost Marwadi University.

Mr. Naresh Jadeja - Registrar, welcomed the Chairperson Dr. Y P Kosta and all the distinguished members of IQAC.

The Agenda for the meeting was taken up as below:

Item No. 1 – To approve End of Semester Examination Summer 2020 of Marwadi University using online mode and use of MU Exam application for the examination.

Mr. Naresh Jadeja, presented that since the 2nd week of March 2020 Marwadi University has adopted and leveraged technological online tools to cover up pending academic classes due to the outbreak of Novel Coronavirus. In continuation, prioritizing student's safety post lockdown situation after 14th April and realizing the aspirations of graduating students looking forward to join their employers on completion of their academic requirements should get their results on time to start their career. It was proposed that, Marwadi University shall conduct End of Semester Examination – Summer 2020 through online mode as per the schedule proposed by Marwadi University Examination Department. Mr. Parin Ramavat, Sr. Manager – IT System Department was invited to present and share details on Application developed for conduct of online examination.

- **MU Exam App** – An online examination system developed by Marwadi Technologies, a Unit of Marwadi University working since last 10 years inside Marwadi University campus and developing academic modules in sync with academicians.
- A detailed presentation on each of the features & menu such as assessment features of MCQ & Descriptive type questions, how to import drawing/figures through app controlled mobile camera and feature on having proctored examinations was shared among members present in the meeting.
- It was shared that, Faculty of Pharmacy – Marwadi University has conducted its Mid Semester Examination through online mode using MU Exam app; thus MU Exam app has proven its capabilities to conduct End of Semester Examination for Summer 2020.

Members present in the meeting discussed guidelines and framework for conducting online examination. Gist of discussions as below;

- **Type of Examination:** A mixture of MCQ & Descriptive type questions.
- **Number of Questions:** Total 50; consisting of 25 questions each for MCQ and Descriptive.
- **Weightage/Distribution of Marks:** Equally distributed i.e. 50% each for MCQ and Descriptive questions.
- **Total Time:** Total time of examination shall be of 60 minutes, 45 seconds will be allotted for answering 1 MCQ question & 90 seconds will be allotted for answering 1 Descriptive question.
- **Descriptive Question:** Subject faculty shall design question in such a manner that the answer shall not exceed more than 1 / 2 lines.
- Detailed instruction as well as a demonstration of Exam App will be given to the students 3 days before the exam, where students will login through their Marwadi University Login ID & Password.
- Once the MU Exam App is ready for its function which is expected to be completed within 2 days of time; Examination Time-Table shall be shared by Examination Department of MU with the students.
- **Examination violation norms:** It was suggested and shared that, if a student adopts malpractices or violates examination norms, below features may be facilitated in MU Exam app for strict monitoring.
 - i. If it is noted that, while appearing in examination if the student changes the examination window the question appearing on the window may be flipped with next question.
 - ii. Upon flipping the question the number of total questions shall also be deleted.
 - iii. Number of Violations by a student, should also be displayed on screen, so that the student is kept aware of.
- It was suggested that a practice exam may be conducted before the start of actual examination in order to orient student about the process and guidelines.
- **Viva Examination:** Faculty members may conduct End-Semester Viva Examination through online modes such as Google Hangout, Zoom, Skype etc. as per the convenience and records of the same shall be maintained by the faculty members.
- **Practical Examination:** No practical examination shall be conducted, instead Viva Examination shall be conducted the Department/Institute.
- **Proctored Exam:** It was suggested that one branch in Engineering Department (CE&IT – Final Year) may be conducted as Proctored Exam. Evaluating the service provider and cost per student i.e. Rs. 300/student is being evaluated.
- A notification/circular informing students regarding conduct of online examination shall be issued from Office of the Registrar. Students shall also be informed that, though Marwadi University is prepared to conduct Online End of Semester Examination for Summer 2020, all Government of India and Government of Gujarat guidelines will be adhered to, as and when declared.

Members present in the meeting resolved as below;

Resolution:



RESOLVED that, end of Semester Examination Summer 2020 of Marwadi University shall be conducted through online mode using of MU Exam Application. The detailed examination time table shall be prepared and shared by Examination Department of Marwadi University. A circular/notification shall be issued by Office of Registrar informing all students. Further, Marwadi University shall adhere to all guidelines issued by Government of India and Government of Gujarat, as and when declared.

The Meeting ended with thanks to the Chairperson.

IQAC Coordinator

Provost
Marwadi University