![Marwadi University logo]

Minutes of the Meeting of Internal Quality Assurance Cell

Date: 8th September, 2021   **Time: 03:00 PM**   **Venue: Online Mode (Google Meet)**

The meeting of Internal Quality Assurance Cell (IQAC) of Marwadi University was held on 8th September, 2021 at 03:00 PM through an online mode.

Following members of IQAC were present in the meeting;

1.	Dr. Sandeep Sancheti	Provost (Vice-Chancellor)
2.	Mr. Naresh Jadeja	Registrar
3.	Dr. Rajendrasinh Jadeja	Dean, Faculty of Engineering
4.	Dr. Ramdevsinh Jhala	Controller of Examinations
5.	Dr. Rajesh Patel	Principal, MEFGI Diploma Studies
6.	Dr. R. Sridaran	Dean, Faculty of Computer Applications
7.	Dr. Sunil Jakhoria	Dean, Faculty of Management Studies
8.	Mr. Dinesh Kakkad	Industry Representative, Exe. Director–Excellence Unlimited
9.	Dr. Nikunj Rachchh	HoD, Mechanical Engineering Department
10.	Dr. Amit Ved	HoD, Electrical Engineering Department
11.	Dr. Ankur Bhogayata	HoD, Civil Engineering Department
12.	Prof. Jay Teraiya	HoD, Computer Engineering Department
13.	Mr. Kaushik Rao	Librarian
14.	Prof. Ramesh Bhoraniya	HoD, Mechanical Engineering Department
15.	Dr. Tarak Vora	HoD, Civil Engineering Department

Following below members were granted Leave of Absence;

1.	Dr. Sarang Pande	Principal, PG Studies & Research and IQAC Coordinator
2.	Mr. Urmish Vaishnav	AVP, Gokul Hospitals
3.	Mr. Parthrajsinh Jadeja	Student representative
4.	Ms. Khushboo Marwadi	Student representative
5.	Mr. Giriraj Rao	Industry Representative, Head – Human Resources
6.	Mr. Ajay Patel	Parent

Prof. (Dr.) Sandeep Sancheti, Provost (Vice-Chancellor) Marwadi University, presided over the meeting and welcomed all the distinguished members of Internal Quality Assurance Cell.

The meeting was coordinated by Mr. Naresh Jadeja, Registrar-MU as Dr. Sarang Pande, IQAC Coordinator could not attend due to preoccupied engagements.

Mr. Naresh Jadeja, welcomed and introduced new members Mr. Dinesh Kakkad and Dr. Ankur Bhogayata to IQAC of Marwadi Univesity.

The agenda items were taken up as below;

Item No.	Agenda	Description
1	Confirmation of minutes of the meeting of 3rd IQAC meeting.	No comments/observations were received from any of the members. **Resolution** RESOLVED that, the minutes of the meeting held on 26th March, 2021 be confirmed.
2	Action taken report of 3rd IQAC meeting.	Action taken report on the resolutions of the said Internal Quality Assurance Cell meeting was placed before the members for consideration and was requested to accept. Further updates were also shared such as; • 20 Faculty members have started taking benefits of recently launched Faculty Industry Immersion Program. It was also suggested that maximum faculty members should take benefits during Diwali vacation. • To enhance research outcomes, an exclusive reward & award portal has been developed in the employee login portal for further strengthening the process and larger participation **Resolution** RESOLVED that, the actions taken on the decisions of the meeting of IQAC held on 26th March, 2021 be accepted.
3	Industrial and virtual laboratories development	The members were informed about MU's association with NITK (Surathkal) with regard to setting up of virtual lab which shall provide remote-access to simulation based labs for students to conduct experiments. Efforts should be put on by every department (especially Engineering & Science) to set-up industry supported lab and it should be targeted that a minimum of 10 industry supported labs should be developed in next 6 months. It was also suggested that every student should be exposed in virtual lab experiment and 1 experiment should be conducted through such labs. **Resolution** RESOLVED that, a minimum of 10 industry supported lab should be developed in next 6 months with a special attention by the Engineering & Science Departments. Also, students should be encouraged to undertake experiments through virtual lab.

4	Initiating and reviving MoU	The members were informed about the number of MoU and associations established by the University categorized under Academic Institutes, Industry and Government Departments. Suggestions were invited from members with regard to reviving, activating partnerships and enhancing continuous engagements. It was suggested that MoU committee may be formed with a Champion/Leader identified for each of the MoU/Association. Few important aspects such as IP related matters, legality, duration and service level agreements should be evaluated and taken care during the initial stages. It was also suggested that a Gist of MoU should be shared among all the staff members and a report about MoU/Association should be reported to Academic Council & Governing Body of the University. MoU/Association focusing upon Research activities should be reported to University Research Council [URC] **Resolution** RESOLVED that a MoU committee shall be formed at the University level and each of the MoU should be driven by a Champion/Leader identified.
5	Accreditations / Affiliations (CoE, NIRF) – Importance & Processes	The importance on NBA & NAAC accreditations were discussed among the members. Dr. R B Jadeja, briefed about the departments preparation with regard to NBA accreditation. It was suggested that MBA, MCA and Engineering (3 programs) shall prepare for NBA and within next 6 months it shall submit its application along with SAR for its evaluation. It was suggested that the University may also consider and work upon ISO 21001:2018 and Ramkrishna Bajaj National Quality Award (RBNQA) in its future plans. **Resolution** RESOLVED that, programs of MBA, MCA and Engineering shall apply for NBA accreditation within 6 months.
6	Feedback – forms, procedures, data analysis	Members were informed and updated on existing feedback system at Marwadi University. The various feedbacks were obtained from Students, Industry, Parents and Alumni for

		further analysis and improvements in Teaching-Learning processes. Dr. R. Sridaran, Dean – Faculty of Computer Applications & Academics, shared that a process is being devised called "Minute Paper" which shall obtain various feedbacks on important aspects of teaching. The concept note is being prepared and will be shared in due course of time. It was also shared that criteria's based upon NAAC & NBA shall be considered while preparing the concept note. **Resolution** Members noted the information shared.
7	Research and relations – URC award schemes	Various steps initiated to enhance research outcomes and publications were shared with the members. It was suggested that Innovations may be focused which may have larger societal impacts. Suggestions were also shared with regard to introduction of Student and Faculty awards. Categories such as Best Outgoing Student and Student of the Year with criteria's in sports, research and creation of societal impact may be worked upon. It was also suggested that faculty awards may be organized on 15th August or 26th January every year and students awards may be organized during Convocation Ceremony or Annual Day program of University. **Resolution** RESOLVED that Faculty and Student Award category may be considered and shall be forwarded to Academic Council and Governing Body of the University.
8	Quality of Question Papers	Members were informed and updated about the Quality of Question Papers being adopted based upon Blooms taxanomy. It was suggested that few papers may be randomly picked from the departments and may be sent for an external evaluation to ensure its quality. The Controller of Examination and Dean of Academics may take-up jointly in each semester. **Resolution** RESOLVED that Question Papers from departments may be

		randomly selected and sent for external evaluation in each of the Semester.
15AC(E)1	Any other agenda with permission of Chair	Nil other agenda items.

The meeting ended with a vote of thanks by Prof. (Dr.) Sandeep Sancheti, Provost (Vice-Chancellor).

Prof. (Dr.) Sarang Pande
IQAC Coordinator

Mr. Naresh Jadeja
Registrar

Prof. (Dr.) Sandeep Sancheti
Provost (Vice-Chancellor)

Minutes of 4th Meeting of Internal Quality Assurance Cell

Date: 25th February, 2022   **Time: 02:30 PM**

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

The 4th meeting of Internal Quality Assurance Cell (IQAC) of Marwadi University was held on 25th February, 2022 at 02:30 PM at the Central Boardroom of Marwadi University.

Following members were present in the meeting;

Sr. No.	Name	Designation
1	Prof. (Dr.) Sandeep Sancheti	Provost (Vice Chancellor), Marwadi University
2	Mr. Naresh Jadeja	Registrar, Marwadi University
3	Mr. Sriram Padmanabhan	Member
4	Prof. Ramdevsinh Jhala	Member
5	Prof. Sarang Pande	Member
6	Prof. Rajesh Patel	Member
7	Prof. Sunil Jakhoria	Member
8	Prof. Sridaran Rajagopalan	Member
9	Prof. Rhishikesh Dave	Prof. Nongthombam Bangkim Singh attended as Law Department representative
10	Prof. Vicky Jain	Member
11	Prof. Ashish Kakkad	Member
12	Prof. Lalji Baldaniya	Member
13	Prof. Meeta Mandaviya	Member
14	Prof. Siddharth Shah	Member
15	Prof. Jay Teraiya	Member
16	Prof. Nikunj Rachchh	Member
17	Prof. Ramesh Bhoraniya	Member
18	Prof. Amit Ved	Member
19	Prof. Ankur Bhogayata	Member
20	Mr. Kaushik Rao	Member
21	Prof. Divyakant Meva	Member

Following members joined through online Google meet;

Sr. No.	Name	Designation
1.	Prof. Rajendrasinh Jadeja	Member

Dr. Sandeep Sancheti, 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 Mr. Naresh Jadeja, Registrar to present the agenda items which were taken-up for discussions and decisions recorded as under.

SECTION 1: CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Item No.	Agenda	Description
4IQAC(A)1	Confirmation of Minutes of the Meeting of IQAC No. 3	No comments/observations were received from any of the members. **Resolution** RESOLVED that the minutes of 3rd IQAC meeting held on 8th September, 2021 be confirmed.

SECTION 2: ACTION TAKEN REPORT ON DECISIONS OF PREVIOUS MEETING

Item No.	Agenda	Description
4IQAC(B)1	Action Taken Report on meeting of IQAC No. 3	Action Taken Report on the resolutions of 3rd meeting of IQAC was placed before the members. The meeting suggested on following further actionable points; • Intense focus and drive should be towards setting up Virtual and Industry supported labs. Targets may be fixed to have concentrated efforts by the Faculty/Department. • A progress report on actions initiated for setting up Virtual & Industry support labs shall be presented by the Dean-Research • Active industry MoUs should be approached for working out the possibilities for setting-up Industry supported labs • Efforts may be made to revive expired MoUs of the University • The meeting was informed that by June-2022, the Faculty of Management Studies and Faculty of Engineering shall prepare itself for NBA Accreditation • Question Paper Quality Check – Format devised for quality check of question paper should be revisited and reworked as per the suggestions shared during the meeting **Resolution** RESOLVED that the actions taken on the decisions of 3rd IQAC meeting held on 8th September, 2021 shall be accepted with the above suggested further actionable points.

SECTION 3: DISCUSSION AND DECICION ITEMS

Item Nos.	Agenda	Description
4IQAC(C)1	Discussion on ranking overview and a comparison on NAAC A^{++} Universities	Prof. Meeta Mandaviya, Associate Professor-Faculty of Management Studies presented a comparative data on NAAC A^{++} Universities. The meeting discussed on various activities that may be implemented at the Faculty/Department for improvement of Key Indicators and Criterions of NAAC. **Resolution** RESOLVED that the suggestive measures for improvements of Rankings may be implemented at the Department/Faculty.
4IQAC(C)2	Discussion on National Higher Education Qualification Framework *Quality Assurance Mechanism (4.6)	The key functional areas of IQAC as presented in National Higher Education Qualification Framework (NHEQF) were presented for information of members. It was shared that the University will be working upon those lines and such activities may be implemented at the Faculty/Department. Further, month on month progress updates on such parameters will be shared. **Resolution** RESOLVED that the information shared were noted by the members.
4IQAC(C)3	Discussion on Graduate Attributes – Special Electives	Descriptors for Qualifications at Level 5 as per National Higher Education Qualification Framework (NHEQF) were presented for information of all the members. It showcased the element of descriptor relating to undergraduate certificate. The meeting suggested on working upon the implications and what changes will the University have to make to align itself with NHEQF. **Resolution** RESOLVED that NHEQF descriptors may be aligned with the Graduate Attributes of Marwadi University.
4IQAC(C)4	Improving quality through internal audit *Development of quality parameters	Audit practice adopted at the University to attain set standards and to have continuous improvement through internal audits at Department/Institute was presented for information of members. Members discussed and suggested following strategies to enrich the practices:

	for administrative departments of the University	• Audit parameters/criterions may be aligned with Accrediting agencies (NAAC/NBA) • Working on weak areas may be strengthened from NAAC & NBA point of view • Internal audit should be prioritized in the first phase and then focus may be towards external audit • The meeting suggested that assessment & audit activities may be undertaken during summer vacation **Resolution** RESOLVED that internal audit of Department/Institute may be undertaken with a focus and drive based upon above suggestive measures.
4IQAC(C)5	Formation of committees to have qualitative engagement in the University	Details on special committees formed at the University with its functional areas were presented for the information of members. The meeting suggested that a compilation may be made with regard to other committees formed at the University to assess its functioning and activities. Some of the suggestive committee with details of officials steering these committees are as below; **Table**
4IQAC(C)6	Organization of inter-and intra-institutional workshops/seminars on quality related themes	Workshops and seminars organized by the University on Quality related themes were presented for information of members. Meeting suggested that important & qualitative happenings/practices in other institutions which may be worth implementing at Marwadi University may be brought-up/suggested in the IQAC meetings.

Within cell 4IQAC(C)5:

Committee Name	Lead Officials
Student Activity Committee	Prof. Dhruv Pande and a Representative from Engg. Dept.
Cultural Committee	Mr. Naresh Jadeja, Prof. Sunil Jakhoria, Prof. Rajesh Patel
Environmental Committee	Prof. Ankur Bhogayata, Prof. Tarak Vora

Resolution
RESOLVED that a list of committees formed at the University shall be complied and shall be presented in the next upcoming meeting. Further, suggestive committee as above shall be established at the University.

| | | **Resolution** |
| | | The information shared was noted by the members. |

SECTION 4: OTHER ITEMS

Items Nos.	Agenda	Description
4IQAC(D)1	Any other agenda item with permission of chair	**(a) Quality Policy** To promote and enhance operational efficiency as well as aligning with the Vision and Mission of the University, the meeting proposed to develop a Quality Policy at the University. The said policy shall be framed under the Leadership of Mr. Naresh Jadeja, Mr. Sriram Padmanabhan and Prof. Sunil Jakhoria and the same shall be presented in the upcoming IQAC meeting. **Resolution** RESOLVED that a Quality Policy shall be framed and developed at the University and shall presented in the upcoming IQAC meeting.

The meeting ended with a vote of thanks.

Prof. (Dr.) Sarang Pande
IQAC Coordinator

Mr. Naresh Jadeja
Registar

Prof. (Dr.) Sandeep Sancheti
Provost (Vice-Chancellor)

Marwadi University

Minutes of 5th Meeting of
Internal Quality Assurance Cell

Date: 11th June, 2022   **Time: 02:30 PM**

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

The 5th meeting of Internal Quality Assurance Cell (IQAC) of Marwadi University was held on 11th June, 2022 at 02:30 PM at the Central Boardroom of Marwadi University.

Following members were present in the meeting;

Sr. No.	Name	Designation
1	Prof. (Dr.) Sandeep Sancheti	Provost (Vice Chancellor), Marwadi University
2	Mr. Naresh Jadeja	Registrar, Marwadi University
3	Mr. Sriram Padmanabhan	Member
4	Prof. Rajendrasinh Jadeja	Member
5	Prof. Ramdevsinh Jhala	Member
6	Prof. Rajesh Patel	Member
7	Prof. Sunil Jakhoria	Member
8	Prof. Sridaran Rajagopalan	Member
9	Prof. Vicky Jain	Member
10	Prof. Ashish Kakkad	Member
11	Prof. Lalji Baldaniya	Member
12	Prof. Amit Sata	Member
13	Prof. Tarak Vora	Member
14	Prof. Jay Teraiya	Member
15	Prof. Nikunj Rachchh	Member
16	Prof. Ramesh Bhoraniya	Member
17	Prof. Amit Ved	Member
18	Prof. Ankur Bhogayata	Member
19	Mr. Kaushik Rao	Member
20	Mr. Ajay Patel	Member
21	Mr. Parthrajsinh Jadeja	Member

Following members joined through online Google meet;

Sr. No.	Name	Designation
1.	Mr. Urmish Vaishnav	Member
2.	Ms. Khushboo Marwadi	Member

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

In his introductory remarks, members were informed about the importance of Internal Quality Assurance Cell and its role in improving and raising the Quality Bar in Higher Educational Institutions.

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

SECTION 1: CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Item No.	Agenda	Description
5IQAC(A)1	Confirmation of Minutes of the Meeting of Internal Quality Assurance Cell No. 4	The minutes of 4th meeting of Internal Quality Assurance Cell was presented to members for consideration and approval. Following below points were further resolved for implementation to strengthen the operational and quality aspects at the University. 1] Periodic auditing of practices and processes followed at the departments should be prioritized and followed in a rigorous way. 2] While conducting audit, availability and utilization of resources as well as assessing collaborative engagements entered by the Department should be recorded. 3] Various clubs formed at the University should focus on activities to have qualitative participations by the stakeholders. 4] University shall support by providing funds depending upon the activities organized. Membership aspect may be worked upon and may also be offered to prospective members. **Resolution** RESOLVED that, the minutes of 4th meeting of IQAC is accepted and approved with above suggestions for further actions and implementations.

SECTION 2: ACTION TAKEN REPORT ON DECISIONS OF PREVIOUS MEETING

Item No.	Agenda	Description
5IQAC(B)1	Action Taken Report on meeting of Internal Quality Assurance Cell no. 4	Action Taken Report of 4th meeting of Internal Quality Assurance Cell was presented to members for consideration and approval. Following below points were further resolved for implementation at the University. 1] AR & VR model developed by Dr. Amit Sata at Innovation and Entrepreneurship Cell may be further developed for more number of books. 2] To engage and collaborate with more number of departments, students and volunteers into AR & VR related activities. 3] A report on Industry supported labs shall be prepared by

		the Dean-Research and Dean-Academics and will be submitted to the Office of Provost for information. 4] Implementation of provisions and guidelines by NEP 2020 should be worked upon by NEP committee formed at the University. 5] A report on till date workings along with timelines on implementation of NEP 2020 at the University shall be presented by NEP committee within 2 weeks of time. **Resolution** RESOLVED that, the Action Taken Report of 4th meeting of IQAC is accepted and approved with above suggestions for further actions and implementations.

SECTION 3: DISCUSSION AND DECICION ITEMS

Item Nos.	Agenda	Description
5IQAC(C)1	Discussion on Quality Policy: Survey Questionnaire	A survey questionnaire prepared by the committee to frame Quality Policy was presented. Questionnaire focused and consisted of questions which will help to decide various possible inclusions for framing Quality Policy and Quality Objectives that will ensure the University's commitment towards achieving Vision and Mission of the University with superior quality in outcomes. Dr. Sunil Jakhoria, Dean-Faculty of Management Studies also presented a Draft Quality Policy which described Statement of Quality, Objectives and its Dimensions. Members discussed and suggested that, the Quality aspects may be Quantified to measure the outcomes of achievements. This shall also be an Objective which may be focused upon. Feedbacks on Draft Quality Policy shall be invited by all the stakeholders at the University. Further, the meeting finalized on completing the Quality Policy by 15th July, 2022. **Resolution** RESOLVED that, the workings on Draft policy is accepted with incorporation of suggestions such as inclusion of Quantifying aspect, inclusion of feedbacks from stakeholders and finalizing the policy by 15th July, 2022.

| 5IQAC(C)2 | Discussion on framing process for Question Paper Quality Check | Dr. R L Jhala, Controller of Examinations presented format of Question Paper Evaluation Report to be filled by the External Expert conducting Question Paper Quality Check.

Criteria's such as syllabus coverage, weightage distribution, usage of bloom's taxonomy, time duration of question paper, clarity & accuracy and difficulty levels of question paper under evaluation were discussed by the members.

The meeting suggested that along with Question Paper, 1 or 2 answer scripts may also submitted to assess the quality of attempt. Few questions may also be framed with reference to answer scripts.

Further, the meeting also suggested that pattern of marking the answers in Evaluation Report may be revisited as few questions may require descriptive/graded approach.

Resolution
RESOLVED that, workings on Question Paper Evaluation Report is accepted with further incorporation of framing questions focusing on answer scripts and revisiting pattern of marking the answers in Evaluation Report. |
| 5IQAC(C)3 | Formation of committees to have qualitative engagement in the University | To achieve the objectives of NEP, the Higher Educational Institutions are expected to develop Institutional Development Plans to assess human resource requirements, infrastructure facilities, ICT, labs, libraries, student support and teaching infrastructure.

It was proposed that, Institutional Development Plan (IDP) committee shall be formed at the University to develop and prepare strategic plan upon which University will develop initiatives, assess its progress and reach the goals set therein.

It was suggested that aspects related to Quality shall be informed and mailed to such committees formed at the University.

Resolution
RESOLVED that, Institutional Development Plan (IDP) committee as proposed shall be formed at the University to act and deliver expected objective of NEP-2020. |

SECTION 4: OTHER ITEMS

Items Nos.	Agenda	Description
5IQAC(D)1	Any other agenda with permission of Chair	(a) NAAC: Re-imagining Assessment and Accreditation in Higher Education in India Highlights on NAAC Whitepaper Draft describing changes in Assessment and Accreditation in Higher Education in India were presented for information of all the members. Members were informed on sharing their views and feedbacks on Draft policy at http://naac.gov.in/index.php/en/19-quick-links/214-form-for-public-response-on-the-white-paper **Resolution** Information shared were noted by the members. (b) Develop new leadership in the University by rotation of powers and responsibilities To prepare future leaders for next higher positions and to have experience on higher roles and responsibilities, it was discussed that rotation of HoDs and Deans may be considered. It was suggested that a methodology or a policy may be framed to enable rotation of positions at the University. **Resolution** RESOLVED that, rotation of HoDs and Deans may be considered and a policy shall be framed to implement at the University.

The meeting ended with a vote of thanks.

Prof. (Dr.) Sandeep Sancheti
Provost (Vice Chancellor)

Mr. Naresh Jadeja
Registrar