



INDIA'S FIRST UNIVERSITY FOR STARTUP

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2024/12

Date: 20/04/2024

MEETING NOTICE

Dear Sir / Madam,

This is to inform and invite you for the 12th Meeting of the Internal Quality Assurance Cell of Swarrnim Startup & Innovation University, Gandhinagar, is scheduled on 25th April, 2024, at 11:00 am in Board Room of SSIU. Please find below mentioned agenda of meeting.

Agenda 1: Action taken report of IQAC meeting

Agenda 2: Review of ERP modules

Agenda 3: NAAC preparation and filing

Thanking You,

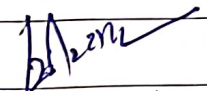

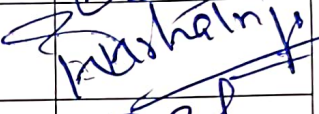
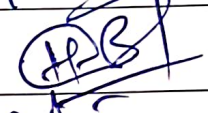

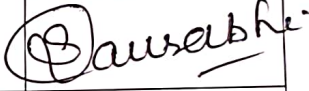

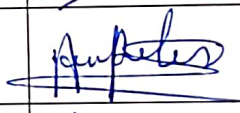
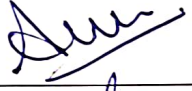

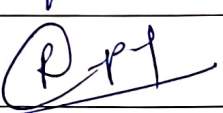

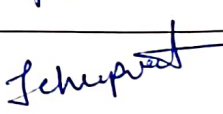



IQAC Director

CC:

1. Hon'ble Vice President
2. All members of IQAC



IQAC meeting was held on 25th April, 2024 in Board room SSIU, at 11:00 AM and following members were remain present

Sr No	Name	Designation	Signature
1	Dr. Ragin Shah , Provost	Chairperson	
2	Dr. Hiren Kadikar , Academic Director	Member Secretary	
3	Dr. Kavita Kshatriya, Academic Dean	Member	
4	Dr. Hemant Chaube, Dean, Faculty of Sciences	Member	
5	Dr. Amit Vyas Principal/Head, Institute of Nursing	Member	
6	Dr. Sourbhi Chaturvedi Dean, Faculty of Management Studies	Member	
7	Dr. Rakesh Salve, Dean, Faculty of Paramedical Sciences	Member	
8	Dr. Amita Peters Principal/Head, Institute of Homeopathy	Member	
9	Dr. Arvind Chauhan, Principal/Head, Institute of Physiotherapy	Member	
10	Dr. Upendra Patel Registrar	Senior Administrative officer	
11	Dr. Ravi Patel Deputy Registrar	Member	
12	Dr. Jayesh Pandya Director. Nikol Healthcare Pvt Ltd, Talod, Gujarat	External Expert	
13	Jayrajsinh Champavat, BHMS 3 rd year	Student Representative	
14	Mr. Parth Sudhirbhai Suvagiya Marketing Director, Sunrise Remedies, Pvt, Ltd.	Alumni Member	
15	Dr. Sunita Chaudhary, Professor	IQAC, Director	



MINUTES OF THE MEETING OF IQAC

Facilitator: The Vice President

Time: 11:00 AM ONWARDS

Recorder: Member Secretary-IQAC

Date: 25th April, 2024 / Board Room,
SSIU

Subject: 12th meeting of IQAC.

Attendees and absentee: As per the attached attendance sheet.

In the opening remarks, the Chairperson welcomed all the members of IQAC Committee and meeting started with brief presentation shared by chairperson.

The Specific Agenda Points discussed are as a foresaid below:

Agenda 1: Action taken report of Previous IQAC meeting

Sr. No	Recommendation by IQAC	Action taken
1	Review ERP modules and incorporation of new modules.	Qualcampus ERP system is under process of implementation and many modules are implemented like academic time table quiz etc.
2	Review research citation matrix of faculty to enhance research culture in university.	All heads are instructed to carry out departmental research citation matrix of each faculty in their department and stick graphical presentation on notice board with name of faculty and h index, I index and citation.
3	Digitalization of library	Complete the review of available library resources and find different vendors for system purchase and quotation was collected.
4	Review of HR policy and its updation as per requirement	Recruitment policy has been revised to include guidelines for promoting diversity. New performance appraisal system introducing 360-degree feedback and quarterly performance views. Leave policies has being revised.

All action points from the previous meeting are progressing, with some items requiring final approval or additional input.

Agenda 2: Review of ERP modules related work and further implementation

Chairperson has reviewed the workability of ERP modules which are implemented after previous meeting. It was observed that many faculty departments have not successfully implemented it. So further training session will be arranging for those who have not completed allocated task. Further modules like student information, faculty information, alumni, admin setting, feedback, exam are need to implement up to next January 2025.

Agenda 3: NAAC preparation and filing

- A. All Meeting of Academic council, BOS and departmental meeting should have following documents
 - Circular, MOM and attendance sheet with action taken. After completion need to submit to IQAC.
- B. If you are planning any field trip or industrial visit then following details should be submit to IQAC like Requisition letter to a company regarding field trip via institution mail • Agenda of field trip • Attendance report • Detailed field trip summary/ Geotagged photographs • Report should be sign by the Head of the department/institution.
- C. Submit Academic and administrative report of recently completed Academic year to IQAC with sign and stamp of institute heads.
- D. In mentoring system, after allocation of students of each batch submit list of students with allocated mentors and this list should be signed by Head.
- E. Need to submit Academic calendar and Time table before commencement of semester to IQAC.

● IQAC chairperson concluded meeting with above suggestion.

The meeting ended with thanks to the Chair.

Thanking You,


IQAC Director,





INDIA'S FIRST UNIVERSITY FOR STARTUP

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2023/11

Date: 22/12/2023

MEETING NOTICE

Dear Sir / Madam,

It is my pleasure to invite you for the 11th Meeting of the Internal Quality Assurance Cell of Swarnim Startup & Innovation University, Gandhinagar, is scheduled on **01st January, 2024**, at 2:00PM in Board Room of SSIU. The general agenda of the business to be transacted at the meeting is detailed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda 1: Action taken report of previous meeting

Agenda 2: Review ERP modules and incorporation of new modules.

Agenda 3: Review research citation matrix of faculty to enhance research culture in university.

Agenda 4: Digitalization of library.

Agenda 5: Review of HR Policy and Its Updation as Per Requirement

Thanking You,

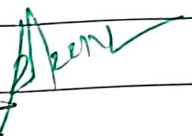

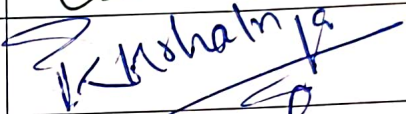
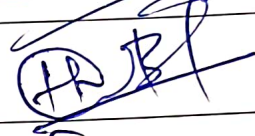

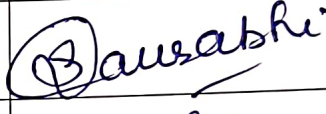
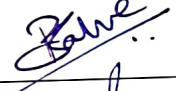
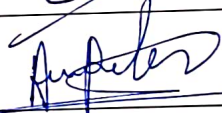


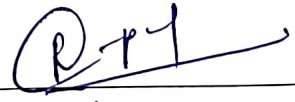

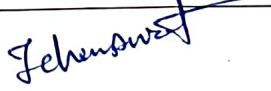



IQAC Director

CC:

1. Hon'ble Vice President
2. All members of IQAC



IQAC meeting was held on 1st January 2024 in Board room SSIU, at 2:00 pm and following members were remain present

Sr No	Name	Designation	Signature
1	Dr. Ragin Shah , Provost	Chairperson	
2	Dr. Hiren Kadikar , Academic Director	Member Secretary	
3	Dr. Kavita Kshatriya, Academic Dean	Member	
4	Dr. Hemant Chaube, Dean, Faculty of Sciences	Member	
5	Dr. Amit Vyas Principal/Head, Institute of Nursing	Member	
6	Dr. Sourbhi Chaturvedi Dean, Faculty of Management Studies	Member	
7	Dr. Rakesh Salve, Dean, Faculty of Paramedical Sciences	Member	
8	Dr. Amita Peters Principal/Head, Institute of Homeopathy	Member	
9	Dr. Arvind Chauhan, Principal/Head, Institute of Physiotherapy	Member	
10	Dr. Upendra Patel Registrar	Senior Administrative officer	
11	Dr. Ravi Patel Deputy Registrar	Member	
12	Dr. Jayesh Pandya Director. Nikol Healthcare Pvt Ltd, Talod, Gujarat	External Expert	
13	Jayrajsinh Champavat, BHMS 3 rd year	Student Representative	
14	Mr. Parth Sudhirbhai Suvagiya Marketing Director, Sunrise Remedies, Pvt,Ltd.	Alumni Member	
15	Dr. Sunita Chaudhary, Professor	IQAC, Director	



INDIA'S FIRST UNIVERSITY FOR STARTUP

MINUTES OF THE MEETING OF IQAC

Facilitator: The Vice President

Time: 2:00 PM ONWARDS

Recorder: Member Secretary-IQAC

Date: 01st January, 2024 / Board Room, SSIU

Subject: 11th Meeting of IQAC

Attendees and absentee: As per the attached attendance sheet.

In the opening remarks, the Chairperson welcomed all the members present in meeting and introduce each members.

The Specific Agenda Points discussed are as a foresaid below:

Agenda 1: Action taken report of previous meeting

Sr. No	Recommendation by IQAC	Action taken
1	Participation of University in state level and National Level Ranking system.	Planning to Participate in NIRF and GSIRF ranking
2	Establishment of International cell.	Established an International Cell to oversee internationalization activities. Appointed a Director to lead the International Cell. Define the functions of the International Cell
3	NAAC preparation	Filing as per formats started in each department like homeopathy, physiotherapy, Ayurvedic, management, science, Engineering, design, Nursing. It was decided that above school will go for application of NAAC.



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Agenda 2: Implementation ERP modules and incorporation of new modules

Discussed about currently implemented ERP modules with its evaluation of module performance efficiency. It was discussed to implement academic planning, time table, attendance, events and notice, visitor management need to start in phase. Regarding that carry out departmental meeting to execute each module and its working requirement in specific formats need to submit.

Agenda 3: Review research citation matrix of faculty to enhance research culture in university.

The Chairperson introduced the agenda and discussed the importance of reviewing the research citation matrix of faculty to enhance research culture in the university. It was decided to carry out departmental research matrix to improve research visibility and citation impact of faculty members. And then represent H index, I 10 index and google scholar citation of faculty members. Represent research data in graphical forms.

Agenda 4: Digitalization of Library

It was discussed to digitalize the library for enhancing accessibility, management, and automation of library service. It was suggested to conduct an assessment of current library resources for digital conversion. Shortlisted vendors for digital library software and RFID solutions.

Agenda 5: Review of HR Policy and Its Updation as Per Requirement

Review the HR policy and update it as per requirement and rules of management.

Thanking You,

IQAC Director





INDIA'S FIRST UNIVERSITY FOR STARTUP

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2023/10

Date: 29/09/2023

MEETING NOTICE

Dear Sir / Madam,

It is my pleasure to invite you for the **10th Meeting** of the Internal Quality Assurance Cell of Swarnnim Startup & Innovation University, Gandhinagar, is scheduled on **9th October, 2023**, at 2:00 PM in Board Room of SSIU. The general agenda of the business to be transacted at the meeting is detailed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda 1: Action taken report of previous meeting.

Agenda 2: Participation of University in state level and National Level ranking system.

Agenda 3: Establishment of International cell.

Agenda 4: NAAC preparation

Thanking You,


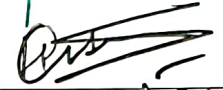
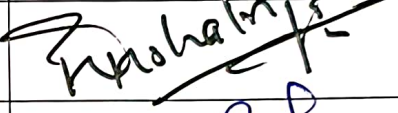


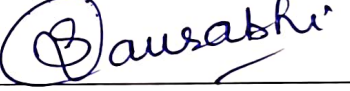

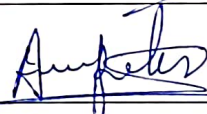
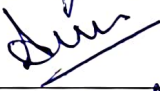

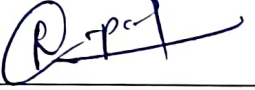





IQAC Director ✓

CC:

1. Hon'ble Vice President
2. All members of IQAC



IQAC meeting was held on 9th October, 2023 in Board room SSIU, at 2:00 pm and following members were remain present

Sr No	Name	Designation	Signature
1	Dr. Ragin Shah , Provost	Chairperson	
2	Dr. Hiren Kadikar , Academic Director	Member Secretary	
3	Dr. Kavita Kshatriya, Academic Dean	Member	
4	Dr. Hemant Chaube, Dean, Faculty of Sciences	Member	
5	Dr. Amit Vyas Principal/Head, Institute of Nursing	Member	
6	Dr. Sourbhi Chaturvedi Dean, Faculty of Management Studies	Member	
7	Dr. Rakesh Salve, Dean, Faculty of Paramedical Sciences	Member	
8	Dr. Amita Peters Principal/Head, Institute of Homeopathy	Member	
9	Dr. Arvind Chauhan, Principal/Head, Institute of Physiotherapy	Member	
10	Dr. Upendra Patel Registrar	Senior Administrative officer	
11	Dr. Ravi Patel Deputy Registrar	Member	
12	Dr. Jayesh Pandya Director. Nikol Healthcare Pvt Ltd, Talod, Gujarat	External Expert	
13	Jayrajsinh Champavat, BHMS 3 rd year	Student Representative	
14	Mr. Parth Sudhirbhai Suvagiya Marketing Director, Sunrise Remedies, Pvt,Ltd.	Alumni Member	
15	Dr. Sunita Chaudhary, Professor	IQAC, Director	



INDIA'S FIRST UNIVERSITY FOR STARTUP

MINUTES OF THE MEETING OF IQAC

Facilitator: The Vice President

Time:

2:00 PM ONWARDS

Recorder: Member Secretary-IQAC

Date:

9th October, 2023 / Board Room,
SSIU

Subject: 10th Meeting of IQAC

Attendees and absentee: As per the attached attendance sheet.

In the opening remarks, the Chairperson welcomed all the members present in meeting and introduce each members. The Specific Agenda Points discussed are as a foresaid below:

Agenda 1: Action taken report of previous meeting

Sr. No	Recommendation by IQAC	Action taken
1	Planning for NAAC for University	Create awareness about NAAC about Criteria 1 to 7
2	Awareness amongst faculty about the NAAC-SSR (Self Study Report)	Organized seminars for faculty members on specific aspects of NAAC-SSR, such as: Criteria for assessment, Key performance indicators, Benchmarking and best practices. Appointed criteria head to study guideline of each criterion. And execution of data compilation work.
3	Establishment of Best Practice in university.	Established best practice in university like Startup and entrepreneurship and Village adoption
4	Review Policy for anti-sexual harassment and define corrective measures.	The revised policy to provides a clear and comprehensive framework for preventing and addressing sexual harassment. The sensitization programs and awareness campaigns have increased awareness about sexual harassment and its consequences.



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Agenda 2: Participation of University in state level and National Level ranking system.

Participation of university in state level and national level ranking systems enhance the university's reputation and credibility and also increase student enrollment with top talent. Keeping this in to mind committee decided to participate in various state level and national level ranking system now onwards as per eligibility criteria like NIRF, GSIRF,

Agenda 3: Establishment of International cell.

The Chairperson introduced the agenda item and emphasized the importance of establishing an International Cell to promote internationalization of the university by establishing partnerships with foreign universities and institutions also provide support services to international students. It was also discussed to facilitate international collaborations in research, teaching, and service.

Agenda 4: NAAC preparation:

It was decided that each criteria head should have meeting with provost and Deans regarding strategies for data compilation and decide platform for data storage yearly. Also it was discussed to apply for 5 years data in NAAC starting from 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24.

Thanking You,

IQAC Director





INDIA'S FIRST UNIVERSITY FOR STARTUP

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2023/09

Date: 27/06/2023

MEETING NOTICE

Dear Sir / Madam,

It is my pleasure to invite you for the **9th Meeting** of the Internal Quality Assurance Cell of Swarnim Startup & Innovation University, Gandhinagar, is scheduled on **04th July, 2023**, at 02:00 PM in Board Room of SSIU. The general agenda of the meeting is detailed herewith. You are therefore requested to kindly make it convenient to attend the meeting.

Agenda 1: **Action taken report of previous meeting.**

Agenda 2: **Planning for NAAC in university.**

Agenda 3: **Awareness amongst faculty about the NAAC-SSR (Self Study Report)**

Agenda 4: **Establishment of Best Practice in university.**

Agenda 5: **Review Policy for anti-sexual harassment and define corrective measures.**

Thanking You,

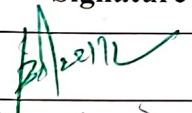
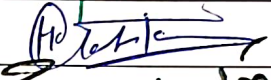
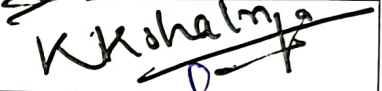

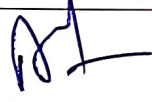
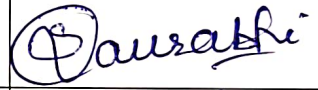

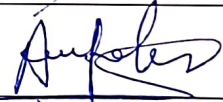
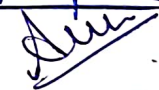
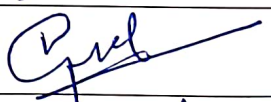


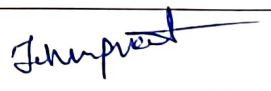



IQAC Director

CC:

1. Hon'ble Vice President
2. All members of IQAC



IQAC meeting was held on 04th July, 2023 in Board room SSIU, at 2:00 pm and following members were remain present

Sr No	Name	Designation	Signature
1	Dr. Ragin Shah , Provost	Chairperson	
2	Dr. Hiren Kadikar , Academic Director	Member Secretary	
3	Dr. Kavita Kshatriya, Academic Dean	Member	
4	Dr. Hemant Chaube, Dean, Faculty of Sciences	Member	
5	Dr. Amit Vyas Principal/Head, Institute of Nursing	Member	
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7	Dr. Rakesh Salve, Dean, Faculty of Paramedical Sciences	Member	
8	Dr. Amita Peters Principal/Head, Institute of Homeopathy	Member	
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INDIA'S FIRST UNIVERSITY FOR STARTUP

MINUTES OF THE MEETING OF IQAC

Facilitator: The Vice President
Recorder: Member Secretary-IQAC

Time: 2:00 PM ONWARDS
Date: 04th July, 2023/ Board Room,
SSIU

Subject: 9th meeting of IQAC.

Attendees and absentee: As per the attached attendance sheet.

In the opening remarks, the Chairperson welcomed all the members present in meeting and introduce each members. The Specific Agenda Points discussed are as a foresaid below:

Agenda 1: Action taken of previous meeting

Sr. No	Recommendation by IQAC	Action taken
1	Incorporation of NEP by interdisciplinary education.	Form a committee to design an implementation strategy. Organize a workshop for faculty on interdisciplinary education. Identify key subjects for interdisciplinary courses.
2	Establishment of Electrolal literacy club at university	Nominated faculty coordinators and student representatives. Session organized to create awareness of club. Conduct voter registration drives on campus.
3	Development of Green Audit Policy and various related initiatives.	Green Audit Policy is already implemented after getting approval by BOG members. Tree plantation drives, solar panel installations, and banning single-use plastics. Replace traditional lighting with LED lighting, Rain water harvesting.
4	Special Provision for Divyangajan cell in campus.	Barrier-free environment for students with disabilities. Provided assistive technology, such as wheelchairs, and hearing aids, to support students with disabilities. Support services, such as counseling, academic support, and medical assistance, to students with disabilities.
5	Review Faculty development by Faculty Appraisal form	Appraisal form was designed and approved by provost and circulate to faculty for filling of their performance.



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6	Incorporation of automation in university management system (ERP)	Faculty: Leave and attendance modules Student: Attendance, fee payment, and academic records. Library Management: Soul 3.0 Examination & Evaluation: Online exam management
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Agenda 2: Planning for NAAC in university.

Chairperson welcomed all attendees and outlined the importance of NAAC (National Assessment and Accreditation Council) accreditation for improving academic quality and institutional credibility.

Chairperson discussed Understanding NAAC Accreditation Criteria like Curricular Aspects, Teaching-Learning and Evaluation, Research, Innovations, and Extension, Infrastructure and Learning Resources, Student Support and Progression, Governance, Leadership, and Management, Institutional Values and Best Practices.

All Principals are instructed to discuss this with their faculty and HODs.

Agenda 3: Awareness amongst faculty about the NAAC-SSR (Self Study Report)

All heads are instructed to read guidelines for SSR on NAAC website and informed to discuss with departmental faculty. Chairperson Discussed the key components of the NAAC-SSR, including:

- Institutional Profile
- Academic Programmes
- Research and Development
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance and Leadership

All faculties are instructed to compile data and information as per NAAC requirements.

Agenda 3: Awareness amongst faculty about the NAAC-SSR (Self Study Report)

Chairperson has discussed the need of criteria head for individual criteria to execute smoothly. It was decided to appoint capable and dedicated faculty from different school as a criteria head for work allocation and related followup from all departments and faculty as per given formats. It was also discussed to make some strategies or platforms for data collection in compilation of soft copy. The coordinator will be responsible for

- Overseeing the work allocation and progress
- Ensuring timely completion of tasks
- Coordinating with team members and stakeholders
- Reporting to the management

Agenda 4: Establishment of Best Practice in university.

Chairperson discussed the establishment and implementation of best practices in the university to improve academic and administrative efficiency. It was suggested that best practice can be in the areas like **Promote Experiential Learning**, Academic Excellence, Student Support, Research and Innovation, Strengthen University-Community Collaboration.

Agenda 5: Review Policy for anti-sexual harassment and define corrective measures.

Committee has reviewed the policy and identified gaps in the existing policy, including lack of clear definitions, inadequate reporting mechanisms, and insufficient disciplinary actions. Chairperson given more emphasize for strengthening the anti-sexual harassment policy including clear definitions, confidential reporting mechanisms, and severe disciplinary actions. Also recommended to establish an investigation committee to investigate reports of sexual harassment.

Thanking You,

IQAC Director

