

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2022/04

Date: 20/04/2022

MEETING NOTICE

Dear Sir / Madam,

This is to inform and invite you for the 4th Meeting of the Internal Quality Assurance Cell of Swarnim Startup & Innovation University, Gandhinagar, is scheduled on **25th April, 2022**, at 11:00 am in Board Room of SSIU.

Please find below mentioned agenda of meeting.

Agenda 1: Action taken report of previous IQAC meeting

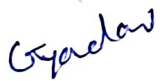
Agenda 2: Planning of curriculum for new academic year

Agenda 3: Planning of campus placement

Agenda 4: To plan on Eco-friendly measures, include steps to reduce consumptions of electrical energy and campus security.

Agenda 5: To plan about activities of Incubation Centre

Thanking You,



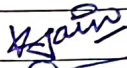
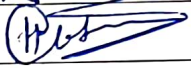



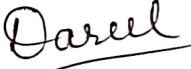


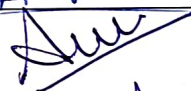
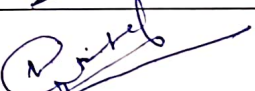
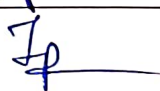
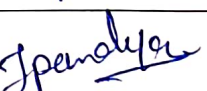
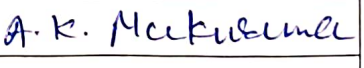

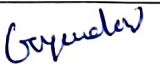
IQAC Director,

CC:

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



IQAC meeting was held on 25th April, 2022 in Board room SSIU, at 11:00 AM and following members were remain present

Sr No	Name	Designation	Signature
1	Dr. Kartik Jain, Provost	Chairperson	
2	Dr. Hiren Kadikar , Academic Director	Member Secretary	
3	Dr. Milin Parekh, Dean, Faculty of Technology and Engineering	Member	
4	Dr. Hemant Chaube Head Faculty of Sciences	Member	
5	Dr. Amit Vyas Principal/Head, Institute of Nursing	Member	
6	Dr. Parul Shah, Dean, Faculty of Management Studies	Member	
7	Dr. Rakesh Salve, Dean, Arihant Ayurvedic Medical College	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	Mr. Jayesh Patel Deputy Registrar	Member	
12	Dr. Jayesh Pandya, Director. Nikol Healthcare Pvt Ltd, Talod, Gujarat	External Expert	
13	Mr. Akash Makwana	BHMS 3 rd year	
14	Mr. Parth Sudhirbhai Suvagiya Marketing Director, Sunrise Remedies, Pvt, Ltd.	Alumni Member	
15	Dr. Gunjan Yadav, Professor, Swarnim Institute of Technology	IQAC Director	



MINUTES OF THE MEETING OF IQAC

Facilitator: IQAC Director

Time: 11:00 AM ONWARDS

Recorder: IQAC Director

Date: 25th April, 2022 / Board Room,
SSIU

Subject: 4th 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	Planning of extracurricular activity	All department proposed extracurricular activity for students which includes like cultural program, sports event, workshops, community outreach programs along with budget proposal, date of event and committee members for new session.
2	Planning of Guest lecture for students	Institutes shared plan of having guest lecture in school at regular interval for better knowledge and understanding of student.
3	Identification of slow and fast learners and its corrective measures	Basic assessment methods, teacher observations, peer interaction and data collection method were used for identifying the slow and fast learner. For slow learners remedial classes, mentoring and counselling were arranged and for fast learner advance learning material, extra-curricular engagement were planned.
4	Arrangement of transport facility for student and faculty	Agency has been hired for transport facility. Schedule, timing, route and budget were finalized for students and faculty.
5	Organization of seminar conference and STTP at university campus	Different school planed various online/offline seminar, conferences for students for academic and professional growth of students, faculty, and industry professionals. Through these initiatives, the institution continues to uphold its commitment to excellence in education and the development

		of skills necessary for the rapidly evolving global landscape.
6	Review and Approval of Draft policies	The Academic Council and Board of Governance approved the Research Promotion Policy, Ethics in Research Policy, 2 nd revision of the Admission Policy and the e-Governance Policy and all are already implemented.

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

Agenda 2: Planning of curriculum for new academic year

IQAC plays a vital role in ensuring that the curriculum is continually updated and aligned with both academic standards and industry needs. For the upcoming academic year 2022-23, IQAC initiated a comprehensive review and planning process for curriculum development across all departments.

All the departments were asked to analyse the existing curriculum by taking feedback from all stakeholders and if any changes is required can go ahead with following procedure through Board of studies.

Agenda 3 Planning of campus placement

The committee discussed about last year placement data. The following points were proposed in meeting before placement director by various departments:

- Scheduling and timeline for placement
- Industry engagement and partnerships
- Pre-placement training
- Alumni involvement and networking

Agenda 4: To plan on Eco-friendly measures, include steps to reduce consumptions of electrical energy and campus security.

The committee convened to discuss the implementation of eco-friendly initiatives aimed at promoting sustainability and safety on campus. Key focus areas included reducing electrical energy consumption and enhancing campus security. It was resolved to draft two specific policies — **Environmental Sustainability Policy** and **Energy Conservation Policy** — based on the following action points:

- Assessment of current energy usage
- Introduction of energy-saving and eco-friendly practices
- Strengthening of campus security measures

- Collaboration with local authorities for sustainable solutions

Agenda 5: To plan about activities of Incubation Centre

The primary objective was to deliberate and strategize forthcoming initiatives of the Incubation Centre aimed at fostering entrepreneurship, innovation, and providing robust support to start-ups among students and faculty members. The Centre is committed to offering essential resources, mentorship, and a dynamic platform for young innovators to actualize their ideas.

To institutionalize and bolster innovation, the following policy frameworks are proposed:

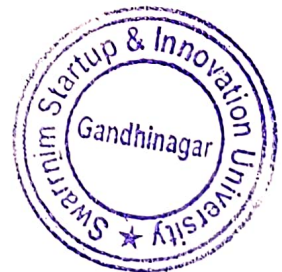
1. **Intellectual Property Rights (IPR) Policy:** This policy will establish clear guidelines for the identification, protection, and commercialization of intellectual property generated within the institution, ensuring that creators' rights are safeguarded and innovations are effectively managed.
2. **Incubation and Innovation Policy:** A comprehensive policy designed to create a structured ecosystem that supports the incubation of start-ups and the nurturing of innovative ideas, providing necessary infrastructure, mentorship, and access to funding opportunities.

The meeting ended with thanks to the Chair.

Thanking You,

Pradeep

IQAC Director



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2022/03

Date: 10/01/2022

MEETING NOTICE

Dear Sir / Madam,

This is to inform and invite you for the 3rd Meeting of the Internal Quality Assurance Cell of Swarnnim Startup & Innovation University, Gandhinagar, is scheduled on 18th January, 2022, at 11:00 am in Board Room of SSIU.

Please find below mentioned agenda of meeting.

Agenda 1: Action taken report of previous IQAC meeting

Agenda 2: Planning of extracurricular activity.

Agenda 3: Planning of Guest lecture for students.

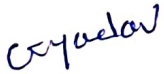
Agenda 4: Identification of slow and fast learners and its corrective measures.

Agenda 5: Arrangement of transport facility for student and faculty.

Agenda 6: Organization of seminar conference and STTP at university campus

Agenda 7: Review and Approval of Draft policies

Thanking You,



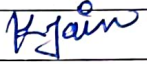
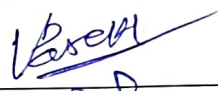





IQAC Director

CC:

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



IQAC meeting was held on 18th January, 2022 in Board room SSIU, at 11:00 AM and following members were remain present

Sr No	Name	Designation	Signature
1	Dr. Kartik Jain, Provost	Chairperson	
2	Dr. Hiren Kadikar , Academic Director	Member Secretary	
3	Dr. Milin Parekh, Dean, Faculty of Technology and Engineering	Member	
4	Dr. Hemant Chaubey Principal, Faculty of Sciences	Member	
5	Dr. Amit Vyas Principal, Institute of Nursing	Member	
6	Dr. Parul Shah, Dean, Faculty of Management Studies	Member	
7	Dr. Rakesh Salve, Director, Arihant Ayurvedic Medical College	Member	
8	Dr. Amita Peters Principal/Head, Institute of Homeopathy	Member	
9	Dr. Arvind Chauhan, Principal, Institute of Physiotherapy	Member	
10	Dr. Upendra Patel Registrar	Senior Administrative officer	
11	Mr. Jayesh Patel Deputy Registrar	Member	
12	Dr. Jayesh Pandya, Director, Nikol Healthcare Pvt Ltd, Talod, Gujarat	External Expert	
13	Mr. Akash Makwana, BHMS 3 rd year	Student Representative	
14	Mr. Parth Sudhirbhai Suvagiya Marketing Director, Sunrise Remedies, Pvt, Ltd.	Alumni Member	
15	Dr. Gunjan Yadav, Professor, Swarnim Institute of Technology	IQAC Director	



MINUTES OF THE MEETING OF IQAC

Facilitator: IQAC Director

Time: 11:00 AM ONWARDS

Recorder: IQAC Director

Date: 18th January, 2022 / Board Room,
SSIU

Subject: 3rd IQAC meeting

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 aforesaid below:

Agenda 1: Action taken report of 2nd IQAC meeting

Sr. No	Recommendation by IQAC	Action taken
1	Framing of mission and vision of all schools.	The drafts for mission and vision statements from all schools were received and reviewed. Minor revisions were suggested, and schools will submit final versions by 25 th January 2022.
2	Planning of co-curricular activities	A preliminary calendar of activities has been proposed, after involvement of each department.
3	Framing of Research policies for promoting research culture.	Research cell has drafted Research Promotion Policy and Ethics in Research Policy and circulated to all members for review before final approval.
4	Revision of Admission Policy	The 2 nd Revision of Admission policy is drafted and circulated to all members for review before final approval.
5	e- Governance policy	The policy is drafted and circulated to all members for review before final approval.

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



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Agenda 2: Planning of extracurricular activity:

The committee discussed the importance of extracurricular activities in student development and engagement. The following points were raised:

- **Types of Activities should include:** A mix of cultural, sports, leadership, and skill-building activities should be planned.
- **Integration with Academic Calendar:** Activities should be aligned with the academic calendar to ensure student participation without affecting academic performance.
- **Student Involvement:** Students should be encouraged to form student cell that can organize various events, fostering leadership and team-building skills. A detailed schedule for extracurricular activities will be formed and shared with all departments. Departments will be asked to finalize their proposed events and submit them to the IQAC by 15/02/2022.

Agenda 3 Planning of Guest lecture for students.

The committee discussed the potential benefits of organizing guest lectures for students to enhance their learning experiences and broaden their knowledge base. Industry experts, alumni, and academicians from other institutions will be invited to speak on various subjects related to students' academic interests. Guest lectures should be scheduled during non-exam periods and in alignment with ongoing academic activities. A feedback mechanism will be put in place to ensure students are benefiting from the lectures. A committee will be set up to identify potential speakers and create a calendar of guest lectures for the upcoming semester. Committee will submit a list of topics they want covered, and the guest lecture committee will begin contacting speakers.

Agenda 4: Identification of slow and fast learners and its corrective measures.

The committee discussed methods for identifying slow and fast learners to provide customized support. The following actions were proposed:

- **Identification Methods:** Regular assessments, quizzes, and feedback from faculty will be used to identify students who may need additional help or more challenging tasks.
- **Corrective Measures for Slow Learners:** Extra tutorials, remedial classes, peer mentoring, and additional resources will be provided to slow learners.
- **Opportunities for Fast Learners:** Advanced learning materials, specialized projects, and opportunities to mentor peers will be offered to fast learners.



INDIA'S FIRST UNIVERSITY FOR STARTUP

- A formal process for identifying and addressing the needs of slow and fast learners will be implemented across departments. Departments will create a tracking system for monitoring students' progress and flagging slow or fast learners by before university exam schedules.

Agenda 5: Arrangement of transport facility for student and faculty.

The need for reliable transportation for students and faculty, especially those coming from distant areas, was discussed. The following points were considered:

- **Transport Availability:** A regular bus service for students and faculty, covering key routes, should be established to improve accessibility.
- **Timeliness:** Bus schedules should align with class timings to ensure convenience.
- **Fees:** A transport fee system should be implemented to cover the costs, but it should be affordable for all.
- **Decision:** The administration will initiate talks with transport providers to explore options for the transport service. A proposal will be submitted by 20/2/22
- **Action Point:** The administration to explore transport service providers and submit a feasibility report by 30/2/22.

Agenda 6: Organization of seminar conference and STTP at university campus.

The committee discussed the organization of seminars, conferences, and Short-Term Training Programs (STTP) at the university campus to enhance academic exposure.

- **Seminars and Conferences:** Topics related to current academic trends, research innovations, and industry practices will be selected. These events will also provide networking opportunities for faculty and students.
- **STTPs:** Short-term training programs will be organized for both students and faculty, focusing on skill development and new technologies.
- Inviting external experts and academic professionals will enhance the credibility and scope of these events.
- A detailed action plan for organizing these events will be formulated. A list of potential topics and experts will be compiled, and the first event will be planned for in month of March 2022

Agenda 7: Review and Approval of Draft policies

The Internal Quality Assurance Cell (IQAC) convened to review the draft versions of the following institutional policies:

- Research Promotion Policy
- Ethics in Research Policy
- Admission Policy (First Revision)
- E-Governance Policy



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These drafts, prepared by their respective committees, were presented to the IQAC members for evaluation. The members engaged in a brief discussion, providing insights and suggestions to enhance the policies' effectiveness and alignment with institutional goals.

Following the review, the IQAC resolved to forward the refined drafts to the Academic Council and then to BoG for further consideration and final approval.

The meeting ended with thanks to the Chair.

Thanking You,

Uyadov

IQAC Director



INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2021/02

Date: 12/10/2021

MEETING NOTICE

Dear Sir / Madam,

This is to inform and invite you for the 2nd Meeting of the Internal Quality Assurance Cell of Swarnnim Startup & Innovation University, Gandhinagar, is scheduled on **18th October, 2021**, at 10:30 am in Board Room of SSIU. Please find below mentioned agenda of meeting.

Agenda 1: **Action taken report of 1st IQAC meeting**

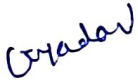
Agenda 2: **Framing of mission and vision of all schools.**

Agenda 3: **Planning of co-curricular activities**

Agenda 4: **Framing of Research policies for promoting research culture.**

Agenda 5: **Any other agenda from IQAC chair person.**

Thanking You,



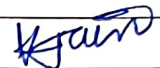






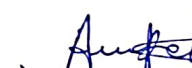
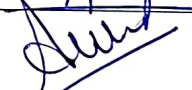


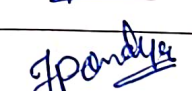
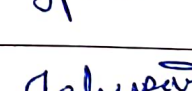
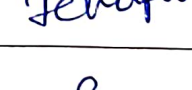

IQAC Director

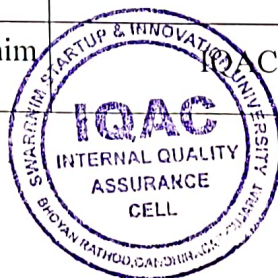
CC:

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



IQAC meeting was held on 18th October 2021 in Board room SSIU, at 10:30 AM and following members were remain present

Sr No	Name	Designation	Signature
1	Dr. Kartik Jain, Provost	Chairperson	
2	Dr. Hiren Kadikar , Academic Director	Member Secretary	
3	Dr. Milin Parekh, Dean, Faculty of Technology and Engineering	Member	
4	Dr. Hemant Chaubey principal, Faculty of Sciences	Member	
5	Dr. Amit Vyas Principal, Institute of Nursing	Member	
6	Dr. Parul Shah, Dean, Faculty of Management Studies	Member	
7	Dr. Rakesh Salve, Director, Arihant Ayurvedic Medical College	Member	
8	Dr. Amita Peters Principal, Institute of Homeopathy	Member	
9	Dr. Arvind Chauhan, Principal, Institute of Physiotherapy	Member	
10	Dr. Upendra Patel Registrar	Senior Administrative officer	
11	Mr. Jayesh Patel Deputy Registrar	Member	
12	Dr. Jayesh Pandya, Director. Nikol Healthcare Pvt Ltd,	External Experts	
13	Jayrajsinh Champavat, BHMS 3 rd year	Student Representative	
14	Mr. Parth Sudhirbhai Suvagiya Marketing Director, Sunrise Remedies, Pvt,Ltd.	Alumni Member	
15	Dr. Gunjan Yadav, Professor, Swarnnim Institute of Technology	IQAC, Director	



MINUTES OF THE MEETING OF IQAC

Facilitator: Chairperson

Time: 10:30 AM ONWARDS

Recorder: IQAC Coordinator

Date: 18th October, 2021 / Board Room,
SSIU

Subject: 2nd IQAC Meeting

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 aforesaid below:

Agenda 1: Action taken report of 1st IQAC meeting

Sr. No	Recommendation by IQAC	Action taken
1	Formation of IQAC Committee.	As per NAAC guideline IQAC committee was constituted. Draft shared and reviewed by members. Correction was made based on feedback.
2	Strategic Functioning of IQAC	IQAC define its function in Academic, Infrastructure and documentation.
3	Define role and responsibilities of IQAC committee	Explained the thorough functions of IQAC cell and its benefit to university for quality education.
4	Academic Planning and monitoring system	Schools had prepared their academic calendar and timetable as per academic year, monitoring system is developed. Policy on Academic and Administrative Audit (AAA) and Assessment and Evaluation Policy were formulated, approved by the Academic Council and the Board of Governors, and implemented on 27 th July 2021.
5	Establishment of IQAC Policy	The IQAC policy was formulated, approved by the Academic Council and the Board of Governors, and implemented on 22 nd July 2021.



INDIA'S FIRST UNIVERSITY FOR STARTUP

Agenda 2: Framing of mission and vision of all schools.

The committee discussed the importance of aligning the mission and vision of all academic schools with the university's overall goals and quality standards. It was proposed that:

Each school (e.g., School of Engineering, School of Business, School of management etc) frame a mission and vision statement that reflects its academic objectives, research goals, and commitment to student development. The statements should align with the university core values and quality assurance strategies.

Decision: Heads of Departments (HODs) will support each school in formulating its mission and vision statements. The preliminary drafts will be reviewed in the upcoming meeting

Action Point: Each school is to submit their mission and vision drafts to the IQAC by 15/11/21.

Agenda 3: Planning of co-curricular activities

The committee discussed the importance of co-curricular activities in holistic student development. It was decided that IQAC would coordinate with various departments to create a structured plan for such activities. The focus areas should include:

- Seminars, workshops, STTPs and guest lectures.
- Cultural events, sports, and leadership development programs.
- Integration of co-curricular activities with the curriculum to ensure maximum student participation and learning.
- **Decision:** A calendar of planned co-curricular activities will be developed for the academic year, incorporating input from all schools and departments. Each department is to propose a list of co-curricular activities for the upcoming semester by 15/12/21.

Agenda 4: Framing of Research policies for promoting research culture.

The committee discussed the need to frame research policies aimed at promoting a culture of research across the institution.

- Encouraging faculty and students to engage in interdisciplinary research.
- Providing financial support and incentives for research projects and publications.
- Setting up research collaboration with external academic bodies and industries.
- Offering training programs and workshops to enhance research skills.



INDIA'S FIRST UNIVERSITY FOR STARTUP

- Ensure that all research activities adhere to the highest ethical standards, safeguarding the rights and well-being of participants.
- Implement review mechanisms to assess and oversee the ethical aspects of research projects.
- Research Committee will be formed to draft the Research Promotion Policy and Ethics in Research Policy, including guidelines for funding, ethics, and publication.

Agenda 5: Additional Points Raised by the IQAC Chairperson

The IQAC Chairperson highlighted the need to review and update key institutional policies to align with evolving educational standards and technological advancements. The following areas were discussed:

1. Revision of Admission Policy

The committee emphasized the importance of revising the existing Admission Policy to ensure implementing clear and fair admission procedures that provide equal opportunities to all applicants and adopting online platforms for application submissions, fee payments, and communication to streamline the admission process. The revised policy should also be sent to academic council and BoG meetings for approval.

2. Formulation of e-Governance Policy

Recognizing the pivotal role of technology in modern education, the committee proposed updates to the e-Governance Policy for Upgrading existing systems to support comprehensive digital operations across academic and administrative functions and for Transitioning to electronic documentation and communication to increase efficiency and reduce environmental impact. After drafting, this policy should be forwarded to its next academic council and BoG meetings for approval.

3. Review of Consultancy Policy

The IQAC members reviewed the Consultancy Policy in the meeting and appreciated the structured framework provided for promoting faculty and staff engagement with external agencies. The policy was found to be comprehensive, covering essential aspects. Members suggested periodic monitoring and reporting of consultancy activities. Overall, the policy was found satisfactory and aligned with the objectives of industry collaboration, and institutional growth.

The meeting ended with thanks to the Chair.

Thanking You,

Cyadon
IQAC Director





SWARNIM STARTUP & INNOVATION UNIVERSITY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2021/01 (IQAC Committee Formation)

Date: 25/06/2021

MEETING NOTICE

(IQAC Committee formation meeting)

Dear Sir / Madam,

The University has established the IQAC on 15th November 2020 vide letter number SSU/Registrar/IQAC/2020/1511, Dated: 15/11/2020. It is my pleasure to invite you for the 1st Meeting of the Internal Quality Assurance Cell of Swarnim Startup & Innovation University, Gandhinagar, is scheduled on **01st July, 2021**, at 2:00PM 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: Formation of IQAC Committee.

Agenda 2: Strategic Functioning of IQAC

Agenda 3: Define role and responsibilities of IQAC committee

Agenda 4: Academic Planning and monitoring system

Agenda 5: Any other agenda from IQAC chair person.

Thanking You,

Ayudav

IQAC Director

CC:

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





SWARNIM STARTUP & INNOVATION UNIVERSITY

IQAC meeting was held on 1st July 2021 in Board room SSIU, at 2:00 pm and following members were remain present

Sr No	Name	Designation	Signature
1	Dr. Kartik Jain, Provost	Chairperson	
2	Dr. Hiren Kadikar, Academic Director	Member Secretary	
3	Dr. Milin Parekh, Dean, Faculty of Technology and Engineering	Member	
4	Dr. Hemant Chaubey Principal, Faculty of Sciences	Member	
5	Dr. Amit Vyas Principal, Institute of Nursing	Member	
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14	Mr. Parth Sudhirbhai Suvagiya, Marketing Director, Sunrise Remedies, Pvt.Ltd.	Alumni Member	
15	Dr. Gunjan Yadav, Professor, Swarnim Institute of Technology	IQAC Director	





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MINUTES OF THE MEETING OF IQAC

Facilitator: IQAC Director

Recorder: IQAC Director

Time: 2:00 PM ONWARDS

Date: 01st July, 2021 / Board Room,
SSIU

Subject: Establishment and formal announcement of SSIU-IQAC.

Attendees and absentee: As per the attached attendance sheet.

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

The Specific Agenda Points discussed are as aforesaid below:

Agenda 1: Formation of IQAC Committee: The meeting began at 2:00 o clock with the Chairperson, Dr. Kartik Jain addressing the attendees. The Chairperson emphasized the need for the formation of the Internal Quality Assurance Cell (IQAC) as part of the institution's commitment to enhancing academic quality and ensuring continuous improvements. It was agreed that the IQAC will be formally constituted, and a draft committee structure will be shared with the members for their review.

IQAC Committee Composition			
Sr No	Name	Designation	Composition
1	Dr. Kartik Jain	Provost	Chairperson
2	Dr. Hiren Kadikar	Academic Director	Member Secretary
3	Dr. Milin Parekh	Dean, Faculty of Technology and Engineering	Member
4	Dr. Hemant Chaubey	Principal, Faculty of Sciences	Member
5	Dr. Amit Vyas	Principal/Head, Institute of Nursing	Member
6	Dr. Parul Shah	Dean, Faculty of Management Studies	Member



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7	Dr. Rakesh Salve	Director, Arihant Ayurvedic medical college	Member
8	Dr. Amita Peters	Principal, Institute of Homeopathy	Member
9	Dr. Arvind Chauhan	Principal, Institute of Physiotherapy	Member
10	Dr. Upendra Patel	Registrar	Senior Administrative officer
11	Dr. Jayesh Patel	Deputy Registrar	Member
12	Dr. Jayesh Pandya	Director, Nikol Healthcare Pvt Ltd, Talod, Gujarat	External Expert
13	Mr. Akash Makwana	BHMS 3 rd year	Student Representative
14	Mr. Parth Sudhirbhai Suvagiya	Marketing Director, Sunrise Remedies, Pvt,Ltd.	Alumni Member
15	Dr. Gunjan Yadav	Professor, Swarnim Institute of Technology	IQAC Director

Agenda 2: Strategic Functioning of IQAC:

The committee discussed the strategic functioning of the IQAC. It was highlighted that the primary purpose of IQAC would be to develop strategies for sustaining and enhancing academic quality across departments, fostering a culture of excellence, and adhering to accreditation standards.

Decision: A roadmap for IQAC's strategic plan will be created, focusing on goals such as improving learning outcomes, faculty development, and institutional improvement through quality benchmarks.

Action Plan: A sub-committee will be formed to draft the strategic functioning, which will be presented at the next meeting.

Agenda 3: Define role and responsibilities of IQAC committee.

The roles and responsibilities of the members of the IQAC committee were discussed in detail. The following points were highlighted:

Coordinator: The primary point of contact for IQAC activities, responsible for supervision of committee's functioning and reporting to the higher management.



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Faculty Members: To assist in academic audits, prepare feedback mechanisms, and contribute to curriculum improvements.

Administrative Members: To ensure smooth implementation of IQAC decisions at the administrative level and support data collection for quality monitoring.

External Members: Provide input on best practices from other institutions and help in benchmarking academic performance.

Decision: A final draft of roles and responsibilities will be circulated among committee members for feedback and approval.

Agenda 4: Academic Planning and monitoring system:

The committee discussed the current academic planning and monitoring system and explored ways in which IQAC could streamline and enhance these processes. It was proposed that the system should include:

- Policy on Academic and Administrative Audit (AAA) which should be approved by academic council and BOG members. After approval, Regular academic audits and reviews should be conducted accordingly.
- Monitoring the implementation of the curriculum and its alignment with accreditation standards with given time
- Drafting Assessment and Evaluation Policy to ensure transparency, consistency, and fairness in student assessments. This should be submitted to the Academic Council for approval, followed by final endorsement by the Board of Governance prior to implementation.
- Tracking student performance and providing targeted interventions.

Agenda 5 Any Other Agenda from IQAC Chairperson

Dr. Kartik Jain inquired if there were any additional items for discussion. In response, One item is raised by the committee members:

1) Establishment of an Internal Quality Assurance Cell (IQAC) Policy

The committee underscored the importance of establishing a formal IQAC framework in accordance with required guidelines to promote continuous quality enhancement in both academic and administrative functions. It was decided to constitute a subcommittee tasked with preparing the initial draft of the IQAC policy. Once prepared, the draft will be submitted to the Academic Council for review and approval, followed by final approval from the Board of Governance, after which the policy will be implemented.



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The Chairperson concluded the meeting by thanking everyone for their valuable inputs and participation. It was decided that the next meeting will be scheduled for October 2021.

Thanking You,

Oryadav

IQAC Director

