



INSTITUTE FOR ENTREPRENEURSHIP & INNOVATION

Minutes of Meeting

(10th Academic Council Meeting)

The Meeting of the “10th Academic Council” for the Swarnim Startup & Innovation University was held on 15.07.2021 at 2.00 PM, at Board Room, SSIU Campus, Bhoyan Rathod, Near IFFCO, Adalaj-Kalol Highway, Gandhinagar.

Members Present:

Sr. No.	Name	Designation	Responsibility
1	Dr. Kartik Jain	Provost	Chairperson
2	Dr. Ragin Shah	Director General	Member
3	Prof. Hiren Kadikar	Academic Director, Swarnim Institute of Health Sciences	Member
4	DR. Amita Peters	Principal, Aarihant Homoeopathic Medical College & Research Institute	Member
5	Dr. Arvind Kumar Chauhan	Dean/ Principal, Venus Institute of Physiotherapy	Member
6	Dr. Navin Banarase	Principal, Aarihant Ayurvedic Medical College & Research Institute	Member
7	Dr. Hemant Chaube	I/c Principal, Swarnim Science College	Member
8	Prof. Amit Vyas	Principal, Aarihant Institute of nursing	Member
9	Prof. Bhavin Bhimani	I/c CoE, SSIU	Member
10	Dr. Vilin Parekh	I/c Principal, Swarnim Institute of Technology	Member
11	Dr. Parul Shah	HoD, Swarnim School of Business	Member
12	Dr. Maulik Shah	I/c Principal, Swarnim Institute of Designs	Member
13	Dr. Gunjan Yadav	Dean, Academic and Research	Member
14	Dr. Divyakant Patel	I/c. Principal, Arihant School of Pharmacy & Bio-Research Institute	Member
15	Dr. Upendra Patel	Registrar	Member Secretary (Ex- Officio)





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Leave of Absence Granted:

Sr. No.	Name	Designation	Responsibility
1	Dr. D.M. Patel	Director, center of Entrepreneur Development, Arihant School of Pharmacy	Member
2	Dr. B.N. Suhagia	Dean, faculty of Pharmacy, DDU	Member





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Meeting Agenda

(10th Academic Council)

Agenda Points for the 10th Academic Council to be held on 15th July, 2021

Sr. No.	Agenda
1	Approval of MOM of 9 th Academic Council held on 20 th January, 2021
2	Discussion about the UGC inspection
3	Approval of Appointment of Staff members in the Swarnim Startup & Innovation University
4	Discussion about the syllabus updation of various Departments
5	Academic Calendar for the upcoming academic session
6	Discussion about the restructuring of the various committees of the University
7	Any other point from the chair of Provost





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Agenda No. 1: Approval of MOM of 9th Academic Council held on 20th January, 2021

Resolution: It was resolved to approve the minutes of meeting of 9th Academic Council held on 20th January, 2021. Provost Sir told to send a copy of same to the office of Vice President for the reference.

Agenda No. 2: Discussion regarding UGC inspection:

Resolution: Prof. (Dr.) Kartik Jain, Provost of the University has welcomed all members of the meeting and started with presentation on key criteria or points to be considered for the upcoming UGC inspection. Sir has explained all major points related to academic section, infrastructural, curricular, co-curricular and extracurricular activities, students section, admission section, exam section and many others such points which are important form UGC inspection point of view.

During discussion in the meeting, Sir has instructed to follow following activities to all the Principals and Head of the Department of their respective institute or department.

1. Every document or report prepared by the any institute or department should have University logo, name of the institute of school, name and sign of a person who prepared, checked and approved the same at the end of that report or document.
2. To maintain proper attendance records of the students in hard copy as well soft copy.
3. Every faculty members should prepare subject file which includes detail syllabus, lesson plan, assignments, lab manuals, and details of co-curricular and extracurricular activities, all the exam papers related to that subject and teaching materials.
4. To prepare deviation chart after discussion with respective HOD or Principal.
5. To prepare admission policy and admission eligibility criteria of the respective course.
6. Everyone should know the deadlines of the admission and should not admit students after deadline.
7. To prepare file of seats reduction and increase in the seats.
8. Every institute should make Academic Bulletin with the name of Academic Bulletin of <name of the respective institute> explaining courses, subjects coding systems, credit systems, evaluation system and others year wise.
9. Every institute shall appoint one research coordinator to collect and maintain records of research publication and such other information related to research.
10. Students' information should be put on notice board with reference no. duly signed by the concerned authority and proper filing of same has to be maintained by the respective institute.
11. Every instruments and furniture should have inventory no. and proper list of stock.





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Agenda No. 3: Approval of Appointment of Staff members in the Swarnim Startup & Innovation University

Resolution: All the Principals and HODs have put up the revised requirements of the staff with the detail data (Annexure-A).

Agenda No. 4: Discussion about the syllabus updation of various Departments

Resolution: Prof. (Dr.) Kartik Jain, Provost of the University discussed with all the Principals/HODs to update the syllabus of respective Institutes to improve the teaching methods.

Agenda No. 5: Academic Calendar for the upcoming academic session

Resolution: Prof. (Dr.) Kartik Jain, Provost of the University discussed about the Academic Session of the upcoming session of the University (Annexure-B). It was resolved to approve to give advertisement and start recruitment process for the appointment of all necessary teaching staff members by all the members of the council. The list is sent to the next board of management meeting for the approval.

Agenda No. 6: Discussion about the restructuring of the various committees of the University

Resolution: Dr. Upendra Patel, Registrar of the University has discussed about the restructuring of the various committees of the University (Annexure-C).

Agenda No. 7: Any other point from the chair of Provost

7-A: Starting New Courses.

Resolution: It is resolved that the academic council recommended to incorporate Approval of the starting new courses for **Final Year M.Sc.** (Mathematics, Physics, Microbiology, Biotechnology, Chemistry), **Second Year B.Sc.** (Biotechnology, Microbiology, Chemistry-B, Chemistry, Mathematics, Physics, Chemistry-A), **All Semesters of BCA, BCA Specialization – DS, BCA Specialization – CTIS, B.SC.IT, MCA, M.Tech** in Structural Engineering (I to IV sem) **academic year 2021-22**

Registrar
(Dr. Upendra Patel)

Registrar

Swarnim Startup & Innovation University
At: Boyan Rathod, Gandhinagar.

