Academic & Administrative Audit

A.Y: 2023-24

INTERNAL QUALITY ASSURANCE CELL

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Academic & Administrative Audit (AAA)

Audit Summary Report

The Academic & Administrative Audit (AAA) for the academic year 2023 -2024 was conducted by Experts. This comprehensive audit aimed to evaluate various aspects of the university's functioning across academic, administrative, and skill development domains.

1. The establishment of Internal Complaints Committee (ICC) and Anti -Ragging Committee showcases the institution's dedication to ensuring a safe and conducive learning environment.

2. Noteworthy efforts to encourage faculty participation in prestigious conferences such as the conference demonstrate the university's commitment to fostering international exposure and academic collaboration.

3. The university's prompt response to the recommendation for cloud-based data storage demonstrates a proactive approach to cyber security and data management.

4. The introduction of supplementary examinations for failed papers reflects the institution's commitment to providing ample opportunities for academic progression.

5. The audit team commends the university's efforts to enhance faculty consulting activities and support research endeavors, reflecting a commitment to academic excellence and innovation.

6. The GPCB Lab Center underscores the institution's commitment to maintaining high standards of research infrastructure and quality assurance.

7. The university's commitment to providing holistic skill development opportunities across disciplines is commendable, reflecting a proactive approach to addressing industry demands and fostering student employability.

Thanking You,

Registrar

Academic & Administrative Audit (AAA)
2023-2024

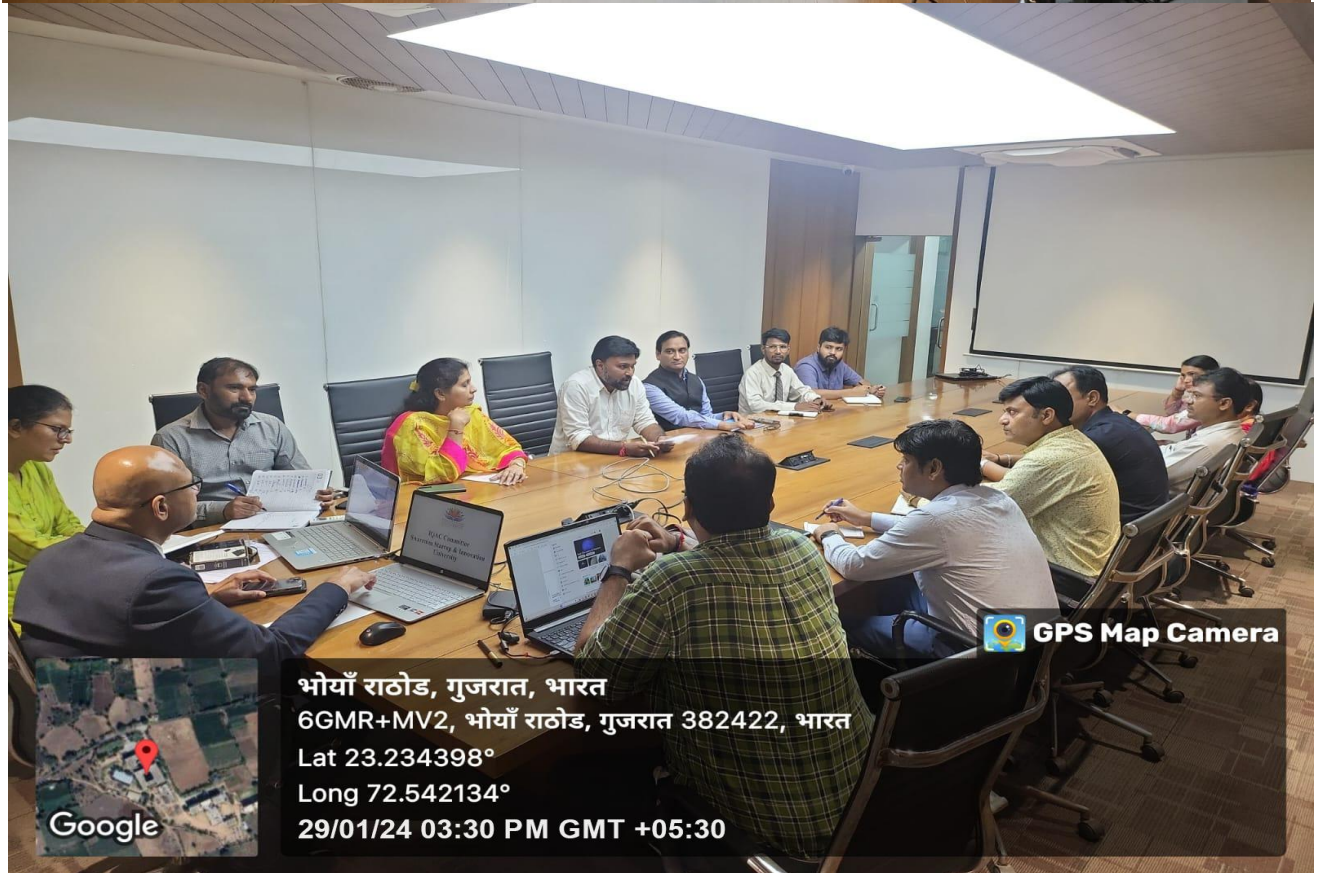| S.No.	Auditor Remarks
1	In presentation Faculty strength shown.
2	Team suggested not to place targets for Awards for faculty.
3	Team suggested to maintain ICC (Internal complaining committee) ladies in chair, Governance committee — with one member from NGO, Anti-ragging — with Local police as a member (Supreme court made these mandatory). Team also suggested to maintain 2/3 ladies in committees.
4	Sponsoring to Conference/Seminars/Workshops
5	FDP attended faculty with financial support of 100% projection is not good
6	GSIRF has good marks for expenditure on seminar& conference conducted in institution.
7	Team Asked for expenditure spent separately for Conference /membership/Seminar sponsored.
8	In Faculty appraisal team suggested on new appraisal system to Replace the Word desired with optional. Student number cannot be taken for marks Calculation.
9	Faculty need to train for how to do counseling.
10	The Feedback forms need to be prepared for taking parents' feedback.
11	Data backup is not happening. Need to be stored in cloud to avoid hacking

Thanking You,

Registrar

Mr. Anant Gijare
External Expert

Academic & Administrative Audit (AAA)
2023-2024
Action taken Report Received

S.No.	Auditor Remarks	Action taken Report
1	In presentation Faculty strength showed greater than sanctioned strength.	We have shown minimum faculty required as per norms
2	Team suggested not to place targets for Awards for faculty.	No targets were kept on faculty w.r.t. awards & recognitions, but it is choice for them.
3	Team suggested to maintain ICC (Internal complaining committee) ladies in chair, Governance committee — with one member from NGO, Anti-ragging — with Local police as a member (Supreme court made these mandatory). Team also suggested to maintain 2/3 ladies in committees.	We are already following these suggestions. Internal complaints committee chaired by a lady with members from NGO; and Anti ragging committee with member from local police person.
4	Sponsoring to Conference/Seminars/Workshops - Separate policy need to be drafted (like International visit 3 years).	Draft policy for faculty attending conference/workshop is available
5	FDP/MDP attended faculty with financial support of 100% projection is not good	We encouraged faculty for attending conference/workshop or membership in any professional body in every academic year. Financial support was given to the faculty who have submitted of payment. For the online free conferences/workshops, no financial assistance was given.

6	GSIRF has good marks for expenditure on seminar & conference conducted in institution.	Noted and also informed to Dean(R&D).
7	Team Asked for expenditure spent separately for Conference /membership/Seminar sponsored.	We will arrange split up of expenditure separately for conferences/workshops and memberships.
8	In Faculty appraisal team suggested on new appraisal system to Replace the word desired with optional. Student number cannot be taken for marks calculation.	We will change the word desired to optional.
9	Faculty need to train for how to do counselling.	We will conduct training session on how to do counselling of students.
10	The Feedback forms need to be prepared in all languages for taking parents feedback. Change the terminology Industry peers to Industry expert	We will inform this to the HODs/Principals.
11	Data backup is not happening. Need to be stored in cloud to avoid hacking	The team recommended that as the volume of data maybe increasing yearly, it is advisable to go for Cloud Storage.

Thanking You,

Registrar

Mr. Anant Gijare
External Expert

Academic & Administrative Audit

A.Y: 2022-23

INTERNAL QUALITY ASSURANCE CELL

Academic & Administrative Audit (AAA)
2022-2023

Sr.No.	Auditor Remarks
1	Audit Team asked about how publications increased from 2019 to 2023?
2	list of Papers from students' publication
3	Confusion on plagiarism of project reports [UG/PG]
4	Present the details of editors and reviewers among the faculty which gives good mileage.
5	To enhance Consulting activities
6	Support and encourage the faculty to publish good quality papers.
7	Calibration of instruments should be conducted periodically of Laboratory.
8	Display the list of prominent equipment at strategic places.
9	In presentation, emphasis should be given to the following: o Mobile apps o Agriculture fields o Software available o Databases
10	Curriculum should include — How to write paper, project, Research methodology, etc.
11	Incubation centre details are not shown properly.

Thanking You,

Registrar

Dr. Divyakant Patel
External Expert

Academic & Administrative Audit (AAA)
2022-2023
Action taken Report Received

S.No.	Auditor Remarks	Action taken Report Received from Dean-Academics
1	Audit Team asked about how publications increased from 2019 to 2023?	Justified during presentation the increase in the number of faculty and the motivation for Research.
2	list of Papers from students' publication	Ph.D student publications sorted and will be highlighted in the next presentation
3	Confusion on plagiarism of project reports [UG/PG]	Regarding thesis plagiarism policy was Showcased
4	Present the details of editors and reviewers among the faculty which gives good mileage.	Will be adopted.
5	To enhance Consulting activities	Consultancy activities will be enhanced.
6	Support and encourage the faculty to publish good quality papers.	There is observed change in the trend of faculty publications since 2022.
7	How many faculty are using the University facilities? How many are carrying out research outside?	Will be evaluated and presented.
8	Calibration of instruments should be conducted periodically from renowned agency.	Will be taken up
9	Display the list of prominent equipment at strategic places.	Will be taken up
10	In presentation, emphasis should be given to the following: ◦ Mobile apps ◦ Agriculture fields ◦ Software available ◦ Databases	Will be taken up
11	Curriculum should include — How to write paper, project, Research methodology, etc.	Will be taken up
12	Incubation centre details are not shown properly.	Under the purview of Dean Progression

Academic & Administrative Audit
(AAA) 2022-2023

S.No.	Auditor Remarks
1	For each equipment in facility must gone through Calibration and maintenance as per schedule
2	Asked for university policy for placing any equipment in Lab Instrumentation
3	All instrument in facility Utilization/ Access register is need to maintain in online portal or book
4	Ambiance of equipment/ Fire safety/ Machine birthing space must relooked (pictures need to be placed in reports with proper policy)
5	Facilities for cultural activities, yoga, games and sports (indoor & outdoor); (yoga, auditorium, etc.,) Photos shown are not good.
6	Team recommended the presence of all deans at one place.
7	Team suggested to showcase the Awards achieved by students and university along with the facilities available.
8	4.1.3 -For General campus facilities and overall ambience team suggested Replace "special tree" Medical Nakshatra trees, told to mark the Oldest tree age in presentation of university, Carbon credits (CO2), Generate photo(asked to remove rusted photos).
9	4.3.2 —Team told that along that along with IT Policy, maintain E —Waste, also Updating of Software, Back up policy, Data showing policy, Use of license, IPR policy, Data privacy.

10	6.2.1 In Strategic plan keep one slide indicating the goals, objectives, policies, action plans.
11	6.4.1 Need to mention how much amount is coming from each source and the strategy involved.

Thanking You,

Registrar

Dr. Divyakant Patel
External Expert

Academic & Administrative Audit(AAA)
2022-2023
Action taken Report Received

S.No.	Auditor Remarks	Action taken Report Received from Dean -P&D
1	3.1.5 Team suggested that for each equipment in facility must gone through Calibration and maintenance as per schedule	All the equipment in the should be calibrated by a certified agency, the Dean is requested to cooperate and complete the calibration. The company supplier name to be deleted in PPT, the updating should be completed within 2 days
3	Asked for university policy for placing any equipment in central Instrumentation centre	Sponsor research policy will include the details of allocating Instruments to the Central Instrument Lab, and it will be completed within one week.
5	All instrument in facility Utilization/ Access register is need to maintain in online portal or book	Central instrumentation online portal and accession register will be created and updated by within a week.
6	In center, Ambiance of equipment/ Fire safety/ Machine birthing space must relooked (pictures need to be placed in reports with proper policy)/ Team enquired about "First Aid facility in Gym, Trainer, Regular Checkup for students using Gym (health-BP, Cardio), Drinking water in Gym, Portable Oxygen cylinder and oximeter" and asked to maintain in GYM	It is informed to Dean to maintain spacing between thread mills and to provide oxygen cylinders, first aid box within a week.

7	Minimum requirement of Business lab need to be defined (How it is called as Business lab). In reports and video proof only Space for computers is shown. But it must include the Softwares which are used for trading etc..	Modification of PPT with inclusion of software's like Tally Prime, R, Python, SAP, Prowess Database will be done within one week
8	Video Proofs of facilities recording must be done professionally. Especially for showcasing the Studio facility— it needs top quality recording and specifications of each equipment need to be highlighted	Video recordings will be updated again with the help of a professional, and all the specifications of the equipment's will be updated in PPT within one month
9	Facilities for cultural activities, yoga, games and sports (indoor & outdoor); (yoga, auditorium, etc.,) Photos shown are not good.	All the photographs of the facilities will be updated within one month
10	Team recommended the presence of all deans at one place.	As Dean is showcasing all the central facilities in the university, the team has suggested the presence of all the Dean's in person during Dean's presentation.
11	Team suggested to showcase the Awards achieved by students and university along with the facilities available.	Awards of sports will be included in the PPT within one week
12	4.1.3 -For General campus facilities and overall ambience team suggested Replace "special tree" Medical/ Nakshatra trees, told to mark the Oldest tree age in presentation of university, Carbon credits (CO2), Generate photo(asked to remove rusted photos).	Details of the oldest tree and carbon credits will be included in one slide within one week
13	4.3.2 —Team told that along that along with IT Policy, maintain E — Waste, also Updating of Software, Back up policy, Data showing policy, Use of license, IPR policy, Data privacy (e.g Salary).	Completed

14	6.2.1 In Strategic plan keep one slide indicating the goals, objectives, policies, action plans.	Strategic plan is presented in 6 slides, as suggested these 6 slides will be modified into one slide within one week
15	6.4.1 Need to mention how much amount is coming from each source and the strategy involved.	Separation of the amounts which are mobilized from each source (Industry, &/Innovations, Alumni, and departments) will be completed within one week.

Thanking You,

Registrar

Dr. Divyakant Patel
External Expert

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE.

INDIA'S FIRST UNIVERSITY FOR STARTUP

Academic & Administrative Audit

A.Y: 2021-22

INTERNAL QUALITY ASSURANCE CELL

Academic & Administrative Audit
(AAA) 2021-2022
Audit Report

S.No.	Auditor Remarks
1	Advised to use "micro-teaching" for lecture demo of faculty.
2	Internal Placement for MBA: average and medium; packages are very low
3	Review MBA student diversity to avoid underemployment.
4	Placement UG/PG (Govt /private/public) separate.
5	Faculty shall undergo training programs for improving their "communication skills".
6	A separate budget must be created for conducting FDPs.
7	Present high packages, lower packages, average and median packages distinctly

Thanking You,

Registrar

Dr. Dilip Maheshwari
External Expert

Academic & Administrative Audit(AAA)
2021-2022
Action taken Report Received

S.No.	Auditor Remarks	Action taken Report Received from Dean -P&P
1	Advised to use "micro-teaching" for lecture demo of faculty.	Every course, w.e.f. 2022-23 even semester, is asked to prepare SLMs (Self Learning materials), with video recorded content, for minimum 60% of total sessions, which can be used by students for flipped learning, and since each such video is a micro learning module, the same can be showcased as Micro learning modules.
2	Internal Placement for MBA: average and medium; packages are very low!	However, In regard to 5 LPA and 4.5 LPA packages for MBA graduates, being termed as very low, we agree with this remark, and we have worked out meticulously towards the same, and prepared cohort-skill sets mapping with companies offering better pay packages, i.e. above 10 LPA packages Skilling MoU are entered into as part of the same initiative, w.e.f. 2022-23 graduated batch onwards the pay packages of MBA based on skill based hiring, if meticulously abided by placements team, will definitely enhance the pay packages attained by our students of MBA.
3	Review MBA student diversity to avoid underemployment.	In 2021-22 academic year, 100% of the graduated MBA students of both.campuses have been placed, and no student is left without placement, and no student of MBA has gone for higher studies in 2021-22, and same is case with 2022-23 batch MBA, 100% students opted for placements, and process is underway. Diversity drives are specifically conducted for women, as well as socially backward students, which however needs to be strengthened further-especially bringing more companies with better pay packages through diversity drives for socially backward as well as women students of MBA.

4	Placement UG/PG (Govt /private/public) separate.	Public and Govt jobs are one and same, and are shown separately under GATE / IES ranks. Only private and MNC jobs are shown in placements, which however will be clearly demarcated and shown
5	Faculty shall undergo training programs for improving their "communication skills".	100% of faculty, are made to mandatorily undergo communications skills course on courser, which was put up to audit team, however they insisted n conducting on campus, off line training, and the same will be scheduled in 2022-23, before summer break for all faculty of both campuses.
6	Separate budget must be created for conducting FDPs.	FDPs budget is clearly separated and show as faculty training expenses, when audit team asked us, it was clearly mentioned and team agreed for that, and even we explained to audit team that all such expenses are under ASC umbrella, and are visible under Staff and Faculty training expenses, even in audited statements of each financial year. The same will however be continued in future also.
7	Present high packages, lower packages, average and median packages distinctly	Noted, and Highest pay, Average, Median and Low pay will be shown separately in four different slides hereafter.

Thanking You,

Registrar

Dr. Dilip Maheshwari
External Expert

Academics Audit Report

S.no.	Auditor Remarks
1	While developing curricula the industry interaction may be quoted instead of website link
2	Most of the new courses introduced bares old names-To be modified as per the Modified BOS
3	Indicate the Number of students opted for Online courses semester wise.
4	It is necessary to maintain the list of students opted for elective course and list of new electives introduced semester wise.
5	Maintain process diagram of feedback and also the action taken reports of last five years.

Thanking You,

Registrar

Dr. Dilip Maheshwari
External Expert

Academic & Administrative Audit (AAA)2021-2022

Action taken Report Received

S.No.	Auditor Remarks	Action taken Report Received from Dean -Academics
1	While developing curriculum the industry interaction may be quoted instead of website link	It is incorporated and updated.
2	Most of the new courses introduced bares old names-To be modified as per the comments	BOS is modified and it is updated in course Curriculum also.
3	Indicate the Number of students opted for Online courses semester wise.	Prepared the list of students opted in online courses.
4	It is necessary to maintain the list of students opted for elective course and list of new electives introduced semester wise.	soft copies available.
5	Maintain process diagram of feedback and also the action taken reports of last five years.	It will be updated in ppt and action taken reports also.

Thanking You,

Registrar

Dr. Dilip Maheshwari
External Expert

Ref. No. Swarrnim/IQAC/Meeting/Invitation/2023/08   Date: **24.04.2023**

To,

All the members of IQAC Committee,

Swarrnim Startup & Innovation University

Invitation for 7th IQAC Meeting on 24st April 2023

Respected All,

The Swarnim Startup & Innovation University has arranged its 7th IQAC Meeting on 24th April 2023 at 2:00 pm onwards. The details of the meeting are as under:

Date of Meeting: **24-04-2023**

Time: **2:00 p.m.**

Venue: **Board Room, Swarrnim Startup and Innovation University**

I, humbly request you to kindly spare your valuable time to be part of the Meeting.

Thanking You,

Registrar

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2019/08   **Date:** 20/04/2023

<u>MEETING NOTICE</u>
(The Seventh Meeting of the IQAC)

Dear Sir / Madam,

The University has established the IQAC on 15th November 2019, vide letter number SSU/Registrar/IQAC/2019/1511, Dated: 15/11/2019. It is my pleasure to invite you for the First Meeting of the Internal Quality Assurance Cell of Swarrnim Startup & Innovation University, Gandhinagar, is scheduled on **24th April, 2023**, 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: To provide special efforts for improving On-Camus Placement.

Agenda 2: Review of Academic Result and Action plan for improvement.

Agenda 3: Resources and Infrastructure requirement for addition of new courses.

Agenda 4: Status of Research Projects, Future Plan.

Agenda 5: Review of feedback from all stakeholders - student, parent, alumni and employer.
Thanking You,

Registrar

CC:

1. Hon'ble Vice President – For kind information
2. All members of IQAC (As per Notice SSIU/Registrar/IQAC/2019/1511, Dated: 15th November 2019)

<u>MINUTES OF THE MEETING</u>

Facilitator: The Vice President   **Time:** 2:00 PM – 5:00 PM

Recorder: Member Secretary-IQAC   **Date:** 24th April, 2023 / Board Room, SSIU

Subject: Establishment and formal announcement of SSIU-IQAC.

Attendees and absentee: As per the attached attendance sheet.

1. In the opening remarks, the Chairperson welcomed all the members present for the first meeting of the IQAC.

2. At the directions of the Chair, the Member Secretary – IQAC, delivered a brief presentation on role and basic functions of IQAC in the University.

3. The Chair initiated views on how the cell would significantly contribute in the all-round development of the University.

The Specific Agenda Points discussed are as aforesaid below:

(i) Improving on-campus placement can significantly enhance the prospects for students and boost the reputation of the institution. Develop and maintain strong ties with a diverse range of companies and industries. Establish boards with industry professionals to provide input on curriculum and placement needs. Have a dedicated team to focus on placement activities, including counseling, resume building, and interview preparation. Conduct workshops and seminars on resume writing, interview skills, and job market trends. Update and adapt the curriculum based on industry requirements and emerging trends. Offer additional certifications and training programs that are relevant to the job market. Encourage students to take up internships and live projects during their studies. Provide training on soft skills such as communication, teamwork, and leadership. Organize placement drives regularly to give students multiple opportunities. Host job fairs with a range of companies from various sectors to cater to diverse student interests. Partner with companies for training programs that can help students acquire skills directly relevant to industry needs. Arrange for corporate-led workshops and training sessions. Highlight successful placements and career advancements of alumni and current students.By implementing these strategies, institutions can create a more robust placement ecosystem that benefits students and meets the needs of employers.

(ii) A thorough review of academic results and the development of an actionable improvement plan are crucial for enhancing academic performance and institutional effectiveness. By systematically reviewing academic results and implementing a well-structured action plan, institutions can enhance academic performance, support student success, and improve overall educational quality.

(iii) Ensure that classrooms are equipped with the necessary technology and seating arrangements for the new course. For courses requiring practical work, provide specialized labs or equipment (e.g., science labs, computer labs, art studios). Acquire or upgrade computers and software needed for the course (e.g., programming languages, design software Install projectors, smart boards, and other audiovisual aids if required.

(iv) The research projects are progressing well with significant milestones achieved. Future plans involve critical next steps to advance the projects towards practical applications. The anticipated outcomes hold promise for substantial contributions to sustainable energy technologies.

(v) Recruiters appreciated the attitude of the students during the interview. Need more training on oral and written skills. Suggested to include training on logical and analytical skills Parents suggested including latest languages like IoT, Python, and Data Science in the curriculum. Requested for special classes for arrears. Parents felt happy about the ambience, training given by the faculty, hostel facility, guidance of the mentors. Alumnus expressed that the students need exposure towards emerging technologies with industry lecture. Alumnus suggested addressing social needs in the curriculum.

The meeting ended with thanks to the Chair.

Thanking You,

Registrar

Ref. No. Swarrnim/IQAC/Meeting/Invitation/2022/07   **Date:** 06.08.2023

To,

All the members of IQAC Committee,

Swarrnim Startup & Innovation University

Invitation for 6th IQAC Meeting on 10th August 2023

Respected All,

The Swarnim Startup & Innovation University has arranged its 6th IQAC Meeting on 10th August 2022 at 2:00 pm onwards. The details of the meeting are as under:

Date of Meeting: **10-08-2023**

Time: **2:00 p.m.**

Venue: **Board Room, Swarrnim Startup and Innovation University**

I, humbly request you to kindly spare your valuable time to be part of the Meeting.

Thanking You,

Registrar

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2022/07   **Date: 10/08/2023**

MEETING NOTICE
(The Sixth Meeting of the IQAC)

Dear Sir / Madam,

The University has established the IQAC on 15th November 2019, vide letter number SSU/Registrar/IQAC/2019/1511, Dated: 15/11/2019. It is my pleasure to invite you for the First Meeting of the Internal Quality Assurance Cell of Swarrnim Startup & Innovation University, Gandhinagar, is scheduled on **10ᵗʰAugust, 2023**, 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: Review of minutes of 5th IQAC Meeting
Agenda 2: Encouraging research potential of the teachers and motivate them to get major and minor research projects from government and other funding agencies.
Agenda 3: Review of Academic Result and Action plan for improvement.
Agenda 4: Revision of Institute Level Policies.

Thanking You,

Registrar

CC:

1. Hon'ble Vice President – For kind information
2. All members of IQAC (As per Notice SSIU/Registrar/IQAC/2019/1511, Dated: 15ᵗʰ November 2019)

MINUTES OF THE MEETING

Facilitator: The Vice President		**Time:**	2:00 PM – 5:00 PM
Recorder: Member Secretary-IQAC		**Date:**	10ᵗʰ August, 2023 / Board Room, SSIU

Subject: Establishment and formal announcement of SSIU-IQAC.

Attendees and absentee: As per the attached attendance sheet.

1. In the opening remarks, the Chairperson welcomed all the members present for the first meeting of the IQAC.

2. At the directions of the Chair, the Member Secretary – IQAC, delivered a brief presentation on role and basic functions of IQAC in the University.

3. The Chair initiated views on how the cell would significantly contribute in the all-round development of the University.

The Specific Agenda Points discussed are as aforesaid below:

(i) Briefly state the objective of reviewing the minutes. This could include ensuring accuracy, clarity, and completeness of the recorded discussions and decisions. The purpose of the IQAC, the importance of the meeting. Provide a brief summary of each agenda item discussed. Include key decisions made and actions planned. Provide an overall assessment of the minutes in terms of their effectiveness and accuracy.

(ii) Encouraging teachers to engage in research and secure funding for projects involves a combination of support, incentives, and creating a conducive environment. Offer workshops and training on research methodologies, grant writing, and project management. Foster a culture of inquiry and innovation within the institution by celebrating research achievements and creating research-focused events. Ensure teachers have access to necessary resources such as research databases, journals, and administrative support. Pair less experienced researchers with seasoned mentors who can provide guidance on research design, proposal writing, and project management. Form research groups or communities of practice where teachers can share ideas, resources, and feedback. By combining these strategies, institutions can effectively motivate teachers to engage in research and secure funding, ultimately contributing to the advancement of knowledge and the institution's academic reputation.

(iii) The institute has to adapt online teaching-learning methodologies in view of possible lockdown in future. In the previous semester, various initiatives were taken such as sharing of conduction of classes in online mode, sharing of recorded video lectures, additional teaching materials, e-books, etc. Taking into view the experience in the previous academic year, the institute has an ample database for video lectures and online teaching material. It is discussed to further enhance the quality of material.

(iv) It is discussed to take a review of all existing policies through Deans. Also for the functional committees, SOPs and guidelines. All the heads of the functional committees under Deans have carried out an exercise of revision in the policies, SOPs and guidelines for the respective committees.

The meeting ended with thanks to the Chair.

Thanking You,

Registrar

Ref. No. Swarrnim/IQAC/Meeting/Invitation/2019/06   **Date: 12.04.2023**

To,

All the members of IQAC Committee,

Swarrnim Startup & Innovation University

Invitation for 5th IQAC Meeting on 18th April 2023

Respected All,

The Swarnim Startup & Innovation University has arranged its 5th IQAC Meeting on 18th April 2023 at 2:00 pm onwards. The details of the meeting are as under:

Date of Meeting: **18-04-2023**

Time: **2:00 p.m.**

Venue: **Board Room, Swarrnim Startup and Innovation University**

I, humbly request you to kindly spare your valuable time to be part of the Meeting.

Thanking You,

Registrar

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2022/06   **Date:** 18/04/2023

<u>MEETING NOTICE</u>
(The Fifth Meeting of the IQAC)

Dear Sir / Madam,

The University has established the IQAC on 15th November 2019, vide letter number SSU/Registrar/IQAC/2019/1511, Dated: 15/11/2019. It is my pleasure to invite you for the First Meeting of the Internal Quality Assurance Cell of Swarrnim Startup & Innovation University, Gandhinagar, is scheduled on **18th April, 2023**, 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: Review of minutes of 4th IQAC Meeting
Agenda 2: Improving the use of ICT in teaching.
Agenda 3: Improving evaluation and administrative process
Agenda 4: To review the status of CCTV installation in Campus
Agenda 5: To discuss about increasing the extension activities useful to the nearby area /society.

Thanking You,

Registrar

CC:

1. Hon'ble Vice President – For kind information
2. All members of IQAC (As per Notice SSIU/Registrar/IQAC/2019/1511, Dated: 15th November 2019)

MINUTES OF THE MEETING

Facilitator: The Vice President   **Time:** 2:00 PM – 5:00 PM

Recorder: Member Secretary-IQAC   **Date:** 18ᵗʰ April, 2023 / Board Room, SSIU

Subject: Establishment and formal announcement of SSIU-IQAC.

Attendees and absentee: As per the attached attendance sheet.

1. In the opening remarks, the Chairperson welcomed all the members present for the first meeting of the IQAC.

2. At the directions of the Chair, the Member Secretary – IQAC, delivered a brief presentation on role and basic functions of IQAC in the University.

3. The Chair initiated views on how the cell would significantly contribute in the all-round development of the University.

The Specific Agenda Points discussed are as aforesaid below:

(i) Briefly state the objective of reviewing the minutes. This could include ensuring accuracy, clarity, and completeness of the recorded discussions and decisions. The purpose of the IQAC, the importance of the meeting. Provide a brief summary of each agenda item discussed. Include key decisions made and actions planned. Provide an overall assessment of the minutes in terms of their effectiveness and accuracy.

(ii) ICT can be used to improve the teaching and learning process in several ways. Firstly, it can facilitate the integration of technology into the curriculum, allowing for the development of engaging and meaningful learning experiences for students. This can lead to increased student motivation and active learning. Secondly, ICT tools can provide access to a wide range of learning resources, allowing students to explore and collaborate with their peers. This promotes self-directed learning and the development of critical thinking skills. Additionally, ICT can be used for formative assessment, allowing teachers to track students' progress and provide timely feedback. This can help identify areas of improvement and personalize instruction to meet individual student needs. Overall, the use of ICT in the teaching and learning process has the potential to enhance student engagement, improve academic performance, and create learner-centered environments discussed in details in meeting.

(iii) Improving the evaluation and administrative processes at a university involves addressing various aspects to enhance efficiency, effectiveness, and overall academic experience. Review current administrative procedures, including admissions, registration, grading, and faculty evaluations. Pinpoint areas where delays or inefficiencies occur and gather feedback from students, faculty, and staff. Determine what you aim to improve (e.g., faster processing times, improved accuracy in evaluations).Reduce unnecessary steps in procedures such as course registration or faculty evaluations.

Develop consistent protocols for routine tasks to ensure uniformity and reduce confusion. Use student information systems (SIS) and learning management systems (LMS) to streamline data management and communications. Introduce automation for tasks such as scheduling, grading, and data entry to minimize manual effort. Use email, university portals, and meetings to keep everyone informed and engaged. Involve students, faculty, and staff in the process of designing and implementing improvements to ensure their needs are met. Create task forces or committees to oversee the development and implementation of new processes. By focusing on these areas, a university can create a more efficient, transparent, and responsive administrative and evaluation process, ultimately enhancing the academic experience for everyone involved. Check the latest progress reports from the installation team. Review any recent communications or updates related to the project.

(iv) Determine how much of the installation work has been completed. Verify if the installation is on schedule according to the initial timeline. Look for any reported delays, technical issues, or other problems encountered. Review how these issues are being addressed. Provide a detailed update to relevant stakeholders, such as campus security, administration, and facilities management.

(v) To initiate a discussion on how we can increase our extension activities to provide more meaningful support to our nearby area and society. Our aim is to enhance our community engagement and ensure that our efforts are aligned with the needs of those we serve. Briefly review the extension activities we currently offer and their impact on the community. Suggest methods for ongoing community consultation to keep our activities relevant and effective. Discuss how these activities could benefit the community. I believe that by expanding our extension activities, we can make a significant and positive difference in the lives of those in our community

The meeting ended with thanks to the Chair.

Thanking You,

Registrar

Ref. No. Swarrnim/IQAC/Meeting/Invitation/2022/05 **Date: 10.08.2022**

To,

All the members of IQAC Committee,

Swarrnim Startup & Innovation University

Invitation for 4th IQAC Meeting on 10th August 2022

Respected All,

The Swarnim Startup & Innovation University has arranged its 4th IQAC Meeting on 10th August 2022 at 2:00 pm onwards. The details of the meeting are as under:

Date of Meeting: **10-08-2022**

Time: **2:00 p.m.**

Venue: **Board Room, Swarrnim Startup and Innovation University**

I, humbly request you to kindly spare your valuable time to be part of the Meeting.

Thanking You,

Registrar

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2022/05   **Date: 10/08/2022**

MEETING NOTICE
(The Fourth Meeting of the IQAC)

Dear Sir / Madam,

The University has established the IQAC on 15th November 2019, vide letter number SSU/Registrar/IQAC/2019/1511, Dated: 15/11/2019. It is my pleasure to invite you for the First Meeting of the Internal Quality Assurance Cell of Swarrnim Startup & Innovation University, Gandhinagar, is scheduled on 10th **August, 2022**, 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: Review of minutes of 3rd IQAC Meeting
Agenda 2: To make regular follow up of E-Governance in administration for Administrative reforms
Agenda 3: To focus on Improving Teaching learning skills of the faculties.
Agenda 4: To continue the Industry-Institute Interaction through Membership & MoU' s
Agenda 5: To enhance the Research culture activities to be carried out.

Thanking You,

Registrar

CC:

1. Hon'ble Vice President – For kind information
2. All members of IQAC (As per Notice SSIU/Registrar/IQAC/2019/1511, Dated: 15th November 2019)

MINUTES OF THE MEETING

Facilitator: The Vice President

Recorder: Member Secretary-IQAC

Time: 2:00 PM – 5:00 PM

Date: 10th August, 2022 / Board Room, SSIU

Subject: Establishment and formal announcement of SSIU-IQAC.

Attendees and absentee: As per the attached attendance sheet.

1. In the opening remarks, the Chairperson welcomed all the members present for the first meeting of the IQAC.

2. At the directions of the Chair, the Member Secretary – IQAC, delivered a brief presentation on role and basic functions of IQAC in the University.

3. The Chair initiated views on how the cell would significantly contribute in the all-round development of the University.

The Specific Agenda Points discussed are as aforesaid below:

(i) Briefly state the objective of reviewing the minutes. This could include ensuring accuracy, clarity, and completeness of the recorded discussions and decisions. The purpose of the IQAC, the importance of the meeting. Provide a brief summary of each agenda item discussed. Include key decisions made and actions planned. Provide an overall assessment of the minutes in terms of their effectiveness and accuracy.

(ii) To ensure the effective implementation and continuous improvement of e-Governance initiatives and administrative reforms through regular monitoring and follow-up. Processes and responsibilities for tracking progress, addressing challenges, and making necessary adjustments to e-Governance projects and administrative reform activities. Maintain detailed records of all reports, meeting minutes, and correspondence related to e-Governance follow-up activities. Ensure records are easily accessible for review and audit purposes. Provides a structured approach to monitoring and following up on e-Governance initiatives. By implementing these procedures, we can ensure that administrative reforms are effectively managed and continuously improved.

(iii) Improving the teaching and learning skills of faculty members is crucial for enhancing the overall educational experience.

Distribute surveys to faculty members and students to gather feedback on teaching effectiveness and areas for improvement. Implement peer observation and feedback sessions where faculty observe each other's teaching and provide constructive feedback. Encourage faculty to conduct self-assessments of their teaching practices and identify areas where they feel they need improvement. Offer workshops on diverse teaching methods, classroom management, and effective communication. Provide training on integrating technology into teaching, such as using Learning Management Systems (LMS), interactive tools, and multimedia resources. Encourage faculty to attend and present at educational conferences and seminars to stay updated on the latest teaching strategies and research. Develop or participate in teaching excellence programs that offer advanced training and recognition for outstanding teaching practices.

Create teaching circles or learning communities where faculty can share best practices, discuss challenges, and collaborate on solutions. Encourage faculty to work together on interdisciplinary projects or joint teaching initiatives to broaden their pedagogical approaches. Train faculty in active learning strategies such as group work, problem-based learning, and interactive classroom activities. Support faculty in setting specific, measurable goals for improving their teaching skills and provide resources and support to achieve these goals. Ensure faculty have access to teaching resources, such as educational journals, online courses, and teaching aids. Utilize teaching assistants to support faculty with administrative tasks or student support, allowing faculty to focus more on instructional quality. Offer technical support for faculty to help with the integration of new technologies and tools in their teaching. Establish awards and recognition programs for outstanding teaching and innovative practices. By implementing these strategies, educational institutions can effectively enhance the teaching and learning skills of their faculty, leading to improved educational outcomes and a more dynamic learning environment.

(iv) Develop MoUs to outline the scope of collaboration, responsibilities, and expected outcomes. Ensure these agreements are flexible to accommodate evolving needs. Organize seminars, workshops, and conferences to facilitate interaction and showcase collaborative achievements. Share the outcomes of joint efforts through reports, academic papers, and industry publications.

(v) Leverage alumni who are in industry positions to strengthen connections and provide mentorship. Adapt strategies based on lessons learned and emerging trends to ensure ongoing relevance and effectiveness. By focusing on these areas, institutions and industries can build robust partnerships that drive innovation, enhance education, and address real-world challenges.

The meeting ended with thanks to the Chair.

Thanking You,

Registrar

Ref. No. Swarrnim/IQAC/Meeting/Invitation/2022/04　　　　**Date:** 20.04.2022

To,

All the members of IQAC Committee,

Swarrnim Startup & Innovation University

Invitation for 3rd IQAC Meeting on 25th April 2022

Respected All,

The Swarnim Startup & Innovation University has arranged its 3rd IQAC Meeting on 26th April 2022 at 2:00 pm onwards. The details of the meeting are as under:

Date of Meeting: **25-04-2022**

Time: **2:00 p.m.**

Venue: **Board Room, Swarrnim Startup and Innovation University**

I, humbly request you to kindly spare your valuable time to be part of the Meeting.

Thanking You,

Registrar

Ref: SSIU/IQAC/2022/04   **Date: 25/04/2022**

MEETING NOTICE
(The Third Meeting of the IQAC)

Dear Sir / Madam,

The University has established the IQAC on 15th November 2019, vide letter number SSU/Registrar/IQAC/2019/1511, Dated: 15/11/2019. It is my pleasure to invite you for the First Meeting of the Internal Quality Assurance Cell of Swarrnim Startup & Innovation University, Gandhinagar, is scheduled on **25th April, 2022**, 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: Review of minutes of 2nd IQAC Meeting
Agenda 2: To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.
Agenda 3: To strengthen the Industry-Institute Interaction through Collaboration, Membership & MoU's
Agenda 4: To decide about activities of Incubation Centre
Agenda 5: To decide on Eco-friendly measures include steps to reduce consumptions of electrical energy and Campus Security
Thanking You,

Registrar

CC:

1. Hon'ble Vice President – For kind information
2. All members of IQAC (As per Notice SSIU/Registrar/IQAC/2019/1511, Dated: 15th November 2019)

MINUTES OF THE MEETING

Facilitator: The Vice President　　　　　　　　　　**Time:**　2:00 PM – 5:00 PM

Recorder: Member Secretary-IQAC　　　　　　　　**Date:**　25ᵗʰ April, 2022 / Board Room, SSIU

Subject:　　　　　　　Establishment and formal announcement of SSIU-IQAC.

Attendees and absentee:　As per the attached attendance sheet.

1. In the opening remarks, the Chairperson welcomed all the members present for the first meeting of the IQAC.

2. At the directions of the Chair, the Member Secretary – IQAC, delivered a brief presentation on role and basic functions of IQAC in the University.

3. The Chair initiated views on how the cell would significantly contribute in the all-round development of the University.

The Specific Agenda Points discussed are as aforesaid below:

(i) Briefly state the objective of reviewing the minutes. This could include ensuring accuracy, clarity, and completeness of the recorded discussions and decisions. The purpose of the IQAC, the importance of the meeting. Provide a brief summary of each agenda item discussed. Include key decisions made and actions planned. Provide an overall assessment of the minutes in terms of their effectiveness and accuracy.

(ii) To ensure timely, efficient, and periodic progressive performance of academic, administrative, research, and extension activities, a structured mechanism is essential. By implementing this comprehensive framework, institutions can ensure that academic, administrative, research, and extension activities are performed in a timely, efficient, and progressive manner.

(iii) Survey both industries and academic institutions to identify mutual needs and interests. Focus on industries that are relevant to the institution's programs and have a need for innovation or skilled graduates.Develop MoUs to outline the scope of collaboration, responsibilities, and expected outcomes. Ensure these agreements are flexible to accommodate evolving needs. Organize seminars, workshops, and conferences to facilitate interaction and showcase collaborative achievements. Share the outcomes of joint efforts through reports, academic papers, and industry publications.

　　Leverage alumni who are in industry positions to strengthen connections and provide mentorship.Adapt strategies based on lessons learned and emerging trends to ensure ongoing relevance and effectiveness. By focusing on these areas, institutions and industries can build robust partnerships that drive innovation, enhance education, and address real-world challenges.

(iv) Deciding on the activities of an Incubation Centre requires a strategic approach to align with the centre's mission and goals. Gather input from key stakeholders, including entrepreneurs, industry experts, and academic partners, to understand their needs and expectations. Conduct research to identify gaps in the market and opportunities for innovation that the Incubation Centre can address.

Offer one-on-one and group mentoring sessions with industry experts. Provide workshops on business development, pitch preparation, and other relevant skills. Organize events to connect entrepreneurs with potential investors, partners, and peers. Facilitate access to funding opportunities through pitch events, grant applications, and investor connections.

- Define the different phases of incubation (e.g., idea validation, development, scaling) and the activities associated with each phase. Set timelines for each phase with clear milestones and deliverables to track progress. Regularly collect feedback from incubatees and other stakeholders to improve programs and services. Collaborate with universities and research institutions to access additional resources and expertise. Form partnerships with industry leaders, investors, and business organizations to enhance support and opportunities for incubatees. Regularly review and update the strategic plan to adapt to changing trends, technologies, and market conditions.

- Create a supportive and collaborative environment where entrepreneurs can share experiences, resources, and ideas. Organize regular events such as hackathons, pitch competitions, and seminars to engage the community and stimulate innovation. By following this framework, you can effectively decide on and manage the activities of an Incubation Centre, ensuring that it supports startups and fosters innovation in a structured and impactful manner.

(v) Plan that incorporates both eco-friendly measures to reduce electrical energy consumption and enhancements to campus security: Reducing Electrical Energy Consumption Energy-Efficient Lighting: Upgrade to LED Lights: Replace incandescent and CFL bulbs with LED lights, which use less energy and have a longer lifespan. Utilize Day lighting: Maximize natural light by using skylights, larger windows, and light shelves. Energy-Efficient Appliances: Upgrade to ENERGY STAR Appliances: Replace old appliances (e.g., refrigerators, computers, printers) with ENERGY STAR-rated models. Implement Power Strips: Use smart power strips to prevent devices from consuming energy when not in use. Building Insulation and Windows: Improve Insulation: Enhance building insulation to reduce heating and cooling needs. Install Energy-Efficient Windows: Use double or triple-pane windows to improve energy efficiency. Renewable Energy Sources: Solar Panels: Install solar panels on rooftops to generate renewable energy. Energy Monitoring: Use energy management systems to track and analyze energy usage, identifying areas for improvement.

By integrating these eco-friendly measures enhancements, create a more sustainable and safer campus environment.

The meeting ended with thanks to the Chair.
Thanking You,

Registrar

Ref. No. Swarrnim/IQAC/Meeting/Invitation/2021/03   **Date: 12.12.2021**

To,

All the members of IQAC Committee,

Swarrnim Startup & Innovation University

Invitation for 2nd IQAC Meeting on 16th Dec 2021

Respected All,

The Swarnim Startup & Innovation University has arranged its 1st IQAC Meeting on 16th December 2021 at 2:00 pm onwards. The details of the meeting are as under:

Date of Meeting: **16-12-2021**

Time: **2:00 p.m.**

Venue: **Board Room, Swarrnim Startup and Innovation University**

I, humbly request you to kindly spare your valuable time to be part of the Meeting.

Thanking You,

Registrar

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2021/03   **Date: 14/12/2021**

<u>MEETING NOTICE</u>
(The Second Meeting of the IQAC)

Dear Sir / Madam,

The University has established the IQAC on 15th November 2019, vide letter number SSU/Registrar/IQAC/2019/1511, Dated: 15/11/2019. It is my pleasure to invite you for the First Meeting of the Internal Quality Assurance Cell of Swarrnim Startup & Innovation University, Gandhinagar, is scheduled on **16th December, 2021**, 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: Review of minutes of 1st IQAC Meeting

Agenda 2: Planning of Transport facility for non-residential students

Agenda 3: Planning curriculum and co curricular activities

Agenda 4: Framing of Mission, Vision and Core Values of Institution and all Departments

Agenda 5: Framing of Research policies for promoting research culture and organization of Conferences/Workshop/STTP etc

Thanking You,

Registrar

CC:

1. Hon'ble Vice President – For kind information
2. All members of IQAC (As per Notice SSIU/Registrar/IQAC/2019/1511, Dated: 15th November 2019)

MINUTES OF THE MEETING

Facilitator: The Vice President   **Time:** 2:00 PM – 5:00 PM

Recorder: Member Secretary-IQAC   **Date:** 18th December, 2021 / Board Room, SSIU

Subject: Establishment and formal announcement of SSIU-IQAC.

Attendees and absentee: As per the attached attendance sheet.

1. In the opening remarks, the Chairperson welcomed all the members present for the Second meeting of the IQAC.

2. At the directions of the Chair, the Member Secretary – IQAC, delivered a brief presentation on Agendas.

3. The Chair initiated views on how the cell would significantly contribute in the all-round development of the University.

The Specific Agenda Points discussed are as aforesaid below:

(i) Briefly state the objective of reviewing the minutes. This could include ensuring accuracy, clarity, and completeness of the recorded discussions and decisions. The purpose of the IQAC, the importance of the meeting. Provide a brief summary of each agenda item discussed. Include key decisions made and actions planned. Provide an overall assessment of the minutes in terms of their effectiveness and accuracy.

(ii) Provide transportation services that cover all key student areas. Adhere to the highest safety standards for all transport services. Design routes and schedules that minimize travel time. Balance service quality with budget constraints. This transport facility plan aims to enhance the convenience and safety of non-residential students traveling to and from campus.

(iii) Curriculum Planning: Summarize the key decisions made regarding curriculum planning. For example, the decisions to integrate new subjects, update existing course content, or introduce interdisciplinary modules. List the specific action items related to curriculum planning.

Co-Curricular Activities: Recap decisions made about co-curricular activities, such as the introduction of new clubs, events, or programs that support student development. Outline the tasks assigned, such as organizing inter-college competitions, planning career development workshops, or setting up student feedback mechanisms.

Describe how the progress of curriculum planning will be monitored. This might include regular meetings, progress reports, or feedback sessions. Define the metrics for evaluating the effectiveness of the curriculum changes, such as student performance, feedback, and alignment with learning outcomes.

Explain how the implementation of co-curricular activities will be tracked, such as through participation rates or event feedback. Set criteria for evaluating the success of co-curricular programs, such as student satisfaction, skill development, and engagement levels.

(iv) Framing the Mission, Vision, and Core Values of an institution and its departments is a foundational step in aligning the organization's goals, guiding principles, and strategic direction. You can develop mission, vision, and core values statements that effectively guide and inspire both the institution and its departments.

(v) Framing of Research Policies Current research policies were reviewed .Identified gaps in policy and areas for improvement. Proposed new policies to encourage interdisciplinary research. Draft new research policies focusing on collaboration and funding opportunities. Form a committee to review and finalize policies.

Importance of fostering a research-oriented environment. Suggested initiatives for promoting research, such as mentorship programs and research grants. Launch a mentorship program for young researchers. Upcoming conferences and workshops were discussed. Identified key topics and potential speakers. Evaluated previous events for improvements.

The meeting ended with thanks to the Chair.

Thanking You,

Registrar

Ref. No. Swarrnim/IQAC/Meeting/Invitation/2021/02   **Date: 12.10.2021**

To,

All the members of IQAC Committee,

Swarrnim Startup & Innovation University

<u>Invitation for 1st IQAC Meeting on 18th Oct 2021</u>

Respected All,

The Swarnim Startup & Innovation University has arranged its 1st IQAC Meeting on 18th Oct 2019 at 2:00 pm onwards. The details of the meeting are as under:

Date of Meeting: **18-10-2021**

Time: **2:00 p.m.**

Venue: **Board Room, Swarrnim Startup and Innovation University**

I, humbly request you to kindly spare your valuable time to be part of the Meeting.

Thanking You,

Registrar

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2021/02   **Date:** 18/10/2021

MEETING NOTICE
(The First Meeting of the IQAC)

Dear Sir / Madam,

The University has established the IQAC on 15th November 2019, vide letter number SSU/Registrar/IQAC/2019/1511, Dated: 15/11/2019. It is my pleasure to invite you for the First Meeting of the Internal Quality Assurance Cell of Swarrnim Startup & Innovation University, Gandhinagar, is scheduled on **18th October, 2021**, 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.
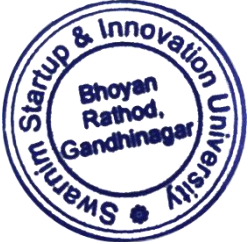
Agenda 1: **Strategic Planning for the effectiveness of IQAC.**

Agenda 2: **Strengthen the Research eco system within the University.**

Agenda 3: **Any other item with the permission of the Chair.**

Thanking You,

Registrar

CC:

1. Hon'ble Vice President – For kind information
2. All members of IQAC (As per Notice SSIU/Registrar/IQAC/2019/1511, Dated: 15th November 2019)

MINUTES OF THE MEETING

Facilitator: The Vice President   **Time:** 2:00 PM – 5:00 PM

Recorder: Member Secretary-IQAC   **Date:** 18th Oct, 2021 / Board Room, SSIU

Subject: Establishment and formal announcement of SSIU-IQAC.

Attendees and absentee: As per the attached attendance sheet.

1. In the opening remarks, the Chairperson welcomed all the members present for the first meeting of the IQAC.

2. At the directions of the Chair, the Member Secretary – IQAC, delivered a brief presentation on role and basic functions of IQAC in the University.

3. The Chair initiated views on how the cell would significantly contribute in the all-round development of the University.

The Specific Agenda Points discussed are as aforesaid below:

(i) Strategic Planning for the effectiveness of IQAC:

Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the University. The primary aim of the IQAC currently is (i) to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and (ii) to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

(ii) Strengthen the Research eco system within the University:

To cultivate and promote the research environment in University, it was proposed that University may enter into any Research Collaboration with National and/or International Agencies for undergoing research by setting up advanced Technology Labs.

(iii) The meeting ended with thanks to the Chair.

Thanking You,

Registrar

Ref. No. Swarrnim/IQAC/Meeting/Invitation/2021/01   **Date:** 25.07.2021

To,

All the Head/HoI/Principal/Dean,

Swarrnim Startup & Innovation University

Invitation for IQAC Meeting on 1st Aug 2021

Respected All,

The Swarnim Startup & Innovation University has arranged its IQAC Committee formation Meeting on 1st Aug 2021 at 2:00 pm onwards. The details of the meeting are as under:

Date of Meeting: **01-08-2021**

Time: **2:00 p.m.**

Venue: **Board Room, Swarrnim Startup and Innovation University**

I, humbly request you to kindly spare your valuable time to be part of the Meeting.

Thanking You,

Registrar

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Ref: SSIU/IQAC/2021/IQAC Committee Formation   **Date: 22/07/2021**

MEETING NOTICE
(IQAC Committee formation meeting)

Dear Sir / Madam,

The University has established the IQAC on 15th November 2019, vide letter number SSU/Registrar/IQAC/2019/1511, Dated: 15/11/2019. It is my pleasure to invite you for the First Meeting of the Internal Quality Assurance Cell of Swarrnim Startup & Innovation University, Gandhinagar, is scheduled on **01st August, 2021**, 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: **Formation of IQAC Committee.**

Agenda 2: **Strategic Functioning of IQAC**

Agenda 3: **Any other item with the permission of the Chair.**

Thanking You,

Registrar

CC:

1. Hon'ble Vice President – For kind information
2. All members of IQAC (As per Notice SSIU/Registrar/IQAC/2019/1511, Dated: 15th November 2019)

MINUTES OF THE MEETING

Facilitator: The Vice President

Recorder: Member Secretary-IQAC

Time: 2:00 PM – 5:00 PM

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

Subject: Establishment and formal announcement of SSIU-IQAC.

Attendees and absentee: As per the attached attendance sheet.

1. In the opening remarks, the Chairperson welcomed all the members present for the IQAC Committee formation and declared.

2. At the directions of the Chair, the Member Secretary – IQAC, delivered a brief role and basic functions of IQAC in the University.

3. The Chair initiated views on how the cell would significantly contribute in the all-round development of the University.

The Specific Agenda Points discussed are as aforesaid below:

(i) Formation of IQAC committee.
Keeping in the view guideline of the internal quality assurance cell is hereby constituted with the following

IQAC Committee 2021-22			
Sr No	Post	Name	Composition
1	Provost	Dr. Kartik Jain	Chairman
2	Academic Director	Dr. Hiren Kadikar	Member Secretary
3	Dean, Faculty of Technology and Engineering	Dr. Milin Parekh	Member
4	Dean, Faculty of Sciences	Dr. Archana Pandey	Member
5	Principal/Head,Institute of Nursing	Dr. Amit Vyas	Member
6	Dean, Faculty of Management Studies	Dr. Parul Shah	Member
7	Dean, Faculty of Paramedical Sciences	Dr.Rakesh Salve	Member

8	Principal/Head, Institute of Homeopathy	Dr. Amita Peters	Member
9	Principal/Head, Institute of Physiotherapy	Dr. Arvind Chauhan	Member
10	Registrar	Dr. Upendra Patel	Senior Administrative officer
11	Deputy Registrar	Dr. Kirtan Sanghvi	Member
12	Dean at Faculty of Pharmacy, D.D. University, Nadiad	Dr. B N Suhagiya	External Expert
13	Director- Khodiyar Group	Mr. Jignesh Patel	External Expert
14	Hartfulness Corecommitte Member	Mr. Yogesh R Patel	External Expert

(ii) Strategic Functioning of IQAC:

Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The primary aim of the IQAC currently is (i) to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and (ii) to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

(iii) The meeting ended with thanks to the Chair.

Thanking You,

Registrar