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

MEETING NOTICE
(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 **24**th**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)

MINUTES OF THE MEETING

Facilitator: The Vice President

Recorder: Member Secretary-IQAC

Time: 2:00 PM – 5:00 PM

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

<u>**Invitation for 6th IQAC Meeting on 10th August 2023**</u>

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

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)

<u>MINUTES OF THE MEETING</u>

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

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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

<u>Invitation for 4th IQAC Meeting on 10th August 2022</u>

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

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)

<u>MINUTES OF THE MEETING</u>

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

Recorder: Member Secretary-IQAC   **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

<u>Invitation for 3rd IQAC Meeting on 25th April 2022</u>

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

Invitation for 1st IQAC Meeting on 18th Oct 2021

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.
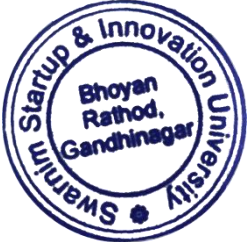
Agenda 1: **Strategic Planning for the effectiveness of IQAC.**

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

<u>**Invitation for IQAC Meeting on 1st Aug 2021**</u>

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   **Time:** 2:00 PM – 5:00 PM

Recorder: Member Secretary-IQAC   **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

Sr No	Post	Name	Composition
	IQAC Committee 2021-22		
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