



**KARNAVATI  
UNIVERSITY**

907/A, Uvarsad & PO, Gandhinagar, Gujarat - 382422 | [www.karnavatiuniversity.edu.in](http://www.karnavatiuniversity.edu.in)

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

No.: KU/IQAC/Meeting-Agenda/2021/01

Date: 9 Sep 2021

### **Subject: Circulation of Agenda for 1<sup>st</sup> Meeting of IQAC – Reg.**

9<sup>th</sup> Meeting of the Internal Quality Assurance Cell (IQAC) of the University will be held on 16<sup>th</sup> September 2021 at 2 pm in Blended Mode - KU Building First Floor Conference Hall / Online Virtually Zoom.

The following points will be discussed/reported by Director, KU-IQAC.

#### **1.01 Self-introduction of Members**

#### **1.02 Appraising of the composition, Objectives and Functions of IQAC**

#### **1.03 New Policy Notification/Rules/SOPs**

#### **1.04 It was decided to discuss the following items in details during the next meeting.**

**1.04.1** Designing of Uniform Format for various items such as Programme Credit Structure, Syllabus, Session Plan, Course Files.

**1.04.2** Creation of Formats, one each for Semester Commencement Audit and Semester Closing Audit.

**1.04.3** Mentor-Mentee System

**1.04.4** ERP Configurations with academic formats

**1.04.5** Eligibility of Karnavati University for assessment and accreditation by NAAC was discussed in the meeting and the members suggested that the university may apply for NAAC accreditation in the Academic Year 2022-23.

#### **1.05 The following strategies of KU-IQAC were discussed to evolve a suitable mechanism:**

**1.05.1** Efficient and Timely performance of academic, administrative tasks.

**1.05.2** Assuring quality education of UG, PG, PhD and other academic programs/activities by all schools.

**1.05.3** Optimization and integration of modern methods of teaching and learning into pedagogy.

**1.06 Quality Assurance Activities:**

**1.06.1** Organization of workshops, seminars and awareness sessions on quality related themes and promotion of quality circles

**1.06.2** Documentation of the various programmes/activities leading to quality improvement

**1.07** Introduction of various formats as per the requirements of NAAC and conducting orientation session for all coordinators/core team members of schools.

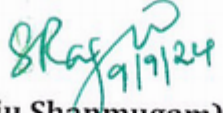
**1.08** Any Other Items

**Zoom Link for External Members:**

<https://us06web.zoom.us/j/5582339194?pwd=UHo4Vm45V2puYUVNStBscXc2L0REUT09>

Meeting ID: 558 233 9194

Passcode: ku@123

  
(Dr Raju Shanmugam)  
Director - IQAC



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

No.: KU/IQAC/Meeting/2021/01

Date: 16 Sep 2021

### Minutes of First Meeting of IQAC

First meeting of the Internal Quality Assurance Cell (IQAC) was held on 16<sup>th</sup> September 2021 at 2 pm in KU Building First Floor Conference Hall and Virtual Mode.

The following members were present in the meeting.

- |  |                  |
|--|------------------|
| 1. Dr. A K S Suryavanshi, Vice Chancellor                    | Chairperson      |
| 2. Dr. S Rajesh, Pro Vice Chancellor,                        | Dy. Chairperson  |
| 3. Shri. Tariq Ali Saiyed, Registrar                         | Member           |
| 4. Dr. Raju Shanmugam, Dean - USCI                           | Director - IQAC  |
| 5. Shri. Nilesh Hada, Governing Body Member                  | Member (Mgt.)    |
| 6. Dr. Avadhesh Kumar Gupta, Professor - USCI                | IQAC Coordinator |
| 7. Shri. (Col.) Surojit Bose, Director/HOI - UID             | Member           |
| 8. Dr. Kishor Bhanushali, Director - Research & CoE          | Member           |
| 9. Dr. Deependra Sharma, Dean - UWSB & UWSL                  | Member           |
| 10. Dr. Ayaz Ahmad, Associate Professor-UWSL                 | Member           |
| 11. Dr. Anirban Bandyopadhyay, Associate Professor-UWSL      | Member           |
| 12. Dr. Dipti Shah, Principal, Karnavati School of Dentistry | Member           |
| 13. Dr. Sanjay Kumar Pandey, Associate Professor-UWSL        | Member           |
| 14. Dr. Vasantray Chauhan, Chief Librarian                   | Member           |
| 15. Dr. Thirunavukkarasu K, Professor-USCI                   | Member           |
| 16. Shri. Krishna Kumar Singh, Director-Administration, UID  | Member           |
| 17. Shri. Yogesh Jimudia, Head - Accounts                    | Member           |
| 18. Smt. Ridhima Sharma, Head- Legal & International Affair  | Member           |
| 19. Shri. Rahul Bhandari, Director-International Relations   | Member           |
| 20. Dr. Sharuti Choudhary, Asst. Director-Alumni Relations   | Member           |



21. Mr. Nishant Reddy, B.Des. (PD-2019-2023 Batch)	Member (Alma.)
22. Ms. Kavya Dholakia, Member, KU Students' Council	Member
23. Dr. Aneri Patel, BDS (2018 Batch) Senior Lecturer, G D Goenka Research Institute	Member (Alma.)
24. Shri. Nikil Kehair, Head-Key Accounts - Modern Retail B2B & Omnichannel, Johnson and Johnson	Member (Emp./Ind.)
25. Dr. Gaurav Buch, CHRO and Group Head - HR, Admin & CSR Rasna International	Member (Emp./Ind.)

### **Welcome Address by Chairperson**

The Chairperson, Dr AKS Suryavanshi, Vice Chancellor, extended welcome address to all the members of newly constituted IQAC of Karnavati University. He expressed his happiness about the members of the IQAC and requested their cooperation, support and guidance for transacting the business of the IQAC smoothly.

The Following points were discussed by the members.

#### **1.01. Self-introduction of Members**

Chairperson requested all the members to introduce themselves and hence, all the members introduced themselves.

#### **1.02. Appraising of the composition, Objectives and Functions of IQAC**

The Chairperson briefly explained the composition and necessity of IQAC as per the UGC/NAAC guidelines and outlined about the objectives, roles and responsibilities and functions of IQAC.

#### **1.03. New Policy Notification/Rules/SOPs: [University Notification No. KU/OW/2021/033, dated 6th September 2021] on the subject matter "Standard Operating Procedure for Routine Matters".**

It has been observed that members of teaching and non-teaching staff directly communicate with the HR. Department, without going through their respective Head of the Institution (Hol)/Head of the Department (HoD) for routine matters like leave authorization regularization of absenteeism, appraisal related issues and formal letters. This is not in line with standard operating system. Therefore, all personnel must approach their reporting official, first. Further all HoI/HoD should seek clarification/guidance from office of the Vice Chancellor/Registrar/Head HR with respect to the matters as appropriate. It is desired that Hol/HoD provides pertinent

information to employees under their jurisdiction. In case query is not answered then only employee should escalate the matter under information to their HoI/HoD. All are requested to adopt above protocol.

Members noted the notification and agreed to follow the SoP.

- 1.04. **New Policy Notification/Rules: [University Notification No. KU/POL./2021/005, dated 7th June 2021]** on the subject matter “Karnavati University - Information Communication Technology Policy (Issue 01 Revision 00)”.  
Karnavati University hereby notifies 'Information Communication Technology Policy' as appended herewith. The policy shall be applicable to the users of all the constituent Institutes and Departments, which may include the students enrolled in the university, regular employees of the university including the teaching and non-teaching employee, temporary, casual, contractual, consultants, and supplier working on behalf of the university and the visitors to the university. This policy also makes the administrative process more accessible and transparent for the employees and students of the university. Noted by the members and all agreed to implement the same.
- 1.05. **New Policy Notification/Rules: [University Notification No. KU/POL./2021/003, Dated August 5th, 2021]**, on the subject “Karnavati University Rules for Academic Calendar (Issue 01 Revision 02). As per the notification, rules for academic calendar of Karnavati University were appended. This is to acquaint the students and the employees of the University with the Academic Cycle. The Academic Calendar comprises the dates of Induction/Orientation and Commencement of classes for the new batches, last teaching day, conduct of the Examination etc. Noted by the members.
- 1.06. It was decided to discuss the following items in details during the next meeting.
  - 1.06.1. Designing of Uniform Format for various items such as Programme Credit Structure, Syllabus, Session Plan, Course Files.
  - 1.06.2. Creation of Formats, one each for Semester Commencement Audit and Semester Closing Audit.
  - 1.06.3. Mentor-Mentee System
  - 1.06.4. ERP Configurations with academic formats




- 1.07. Eligibility of Karnavati University for assessment and accreditation by NAAC was discussed in the meeting and the members suggested that the university may apply for NAAC accreditation in the Academic Year 2022-23.
- 1.08. **New Policy Notification/Rules: [NOTIFICATION NO. KU/POL/2021/003, dated October 18, 2021]**, on the matter "Karnavati University Innovation and Startup Policy".
- Karnavati University hereby notifies 'Karnavati University Innovation and Startup Policy' as appended herewith, with an aim to promote entrepreneurship and startup a culture amongst all the students, staff and faculty members. This Policy will act as a guiding framework for the smooth implementation of 'Karnavati University Innovation and Startup Policy'. This will streamline and further strengthen the innovation and entrepreneurial ecosystem in the University. The chairperson requested all the Hols to bring the policy note to the information of all stakeholders and implement the same.
- 1.09. The following strategies of KU-IQAC were discussed to evolve a suitable mechanism:
- 1.09.1. Efficient and Timely performance of academic, administrative tasks.
  - 1.09.2. Assuring quality education of UG, PG, PhD and other academic programs/activities by all schools.
  - 1.09.3. Optimization and integration of modern methods of teaching and learning into pedagogy.
- 1.10. **Quality Assurance Activities:**
- 1.10.1.1. Director, IQAC informed the members that there IQAC is organizing a webinar on 25<sup>th</sup> September at 10.00 AM on "NAAC Accreditation Process for Universities". Prof. (Dr.) K Manivannan, Senior Professor and NAAC/NBA Accreditation Expert & Consultant will deliver an expert talk on NAAC Accreditation process.
  - 1.10.1.2. Director, IQAC also informed the members that IQAC is also organizing another webinar on 25<sup>th</sup> September at 2.00 PM on "Patenting Your Innovation". Dr. Y. Mohamed Sirajudeen, M.E. (Ph.D. -DST-JRF), Patent Consultant (Govt. of India Approved) and Senior Computer Engineering

Faculty from VIT-AP will deliver an expert talk on how to protect your innovations.

- 1.11. The KU-IQAC will perform the following functions:
- 1.11.1. Development and application of quality benchmarks/parameters for the various academic activities of all programmes offered by the university.
  - 1.11.2. Dissemination of information on the various quality parameters of UG/PG/PhD levels of education
  - 1.11.3. Organization of workshops, seminars and awareness sessions on quality related themes and promotion of quality circles
  - 1.11.4. Documentation of the various programmes/activities leading to quality improvement
  - 1.11.5. Acting as a central agency of the institution for quality-related activities
  - 1.11.6. Introduction of various formats as per the requirements of NAAC and conducting orientation session for all coordinators/core team members of schools.

The meeting concluded with vote of thanks extended by Dr Raju Shanmugam, Professor & Dean, Director – IQAC, as there were no more points to discuss.

It was decided that the next meeting of IQAC will be conducted on 9<sup>th</sup> December 2021.

  
(Dr Raju Shanmugam)  
Director – IQAC



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Registrar