



KARNAVATI  
UNIVERSITY

907/A, Uvarsad & PO, Gandhinagar, Gujarat - 382422 | www.karnavatiuniversity.edu.in

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

No.: KU/IQAC/Meeting-Agenda/2021/02

Date: 2<sup>nd</sup> December 2021

### Subject: Circulation of Agenda for 2<sup>nd</sup> Meeting of IQAC - Reg.

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

The following points will be discussed.

- 2.01. Approval of MoM and ATR of First Meeting
- 2.02. New Rules/Policy Notifications/Events/SoPs
- 2.03. Report on Quality Assurance Activities:
- 2.04. Discussion on adoption of standard operating procedures (SOPs) for creating documents as per the NAAC standards.
- 2.05. Other Items

### Zoom Link for External Members:

<https://us06web.zoom.us/j/5582339194?pwd=UH04Vm45V2puYUVNStBscXc2L0REUT09>

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/2021/02

Date: 9<sup>th</sup> December 2021

### Minutes of 2<sup>nd</sup> Meeting of IQAC

The 2<sup>nd</sup> meeting of the Internal Quality Assurance Cell (IQAC) was held on 9<sup>th</sup> December 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. Vasantry 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  | Student Member     |
| 23. Dr. Aneri Patel, BDS (2018 Batch) Senior Lecturer,<br>G D Goenka Research Institute             | Member (Alma.)     |
| 24. Shri. Nikil Kehair, Head-Key Accounts - Modern Retail<br>B2B & Omnichannel, Johnson and Johnson | Member (Emp./Ind.) |
| 25. Dr. Gaurav Buch, CHRO and Group Head - HR, Admin &<br>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.

#### **2.01. Approval of MoM and ATR of First Meeting**

IQAC director presented the previous meeting minutes for the information and the minutes along with the action taken report were approved by all members. The Director-IQAC 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.

#### **2.02. New Rules/Policy Notifications/Events/SoPs: [University Notification No. KU/POL./2021/003, Dated 4th October 2021, on the subject "Karnavati University - Mentor- Mentee Policy (Issue 01 Revision 00)"]**

Karnavati University hereby notifies 'Mentor-Mentee Policy' as appended herewith. The policy shall be applicable to the teaching employees (hereinafter referred to as "mentors") and students (hereinafter referred to as "mentees") of all the constituent Institutes.

Noted by the members and the members assured that they will implement the same with immediate effect.

**2.03. New Rules/Policy Notifications/Events/SoPs: [University Notification No. KU/OW/2021/049, dated 22<sup>nd</sup> October 2021], on the subject “Karnavati University – Implementation of Mandatory ID Card Policy”].**

In order to ensure authorized entry inside the campus, with view to eliminate unauthorized entry inside campus, University has decided not to allow students, staff and visitors (about whom, pre-information is not received by Head-Security) in the campus without identity card with effect from Monday, 25th October 2021. A special task force is constituted to ensure implementation of ID card policy.

Noted by the members and the members assured that they will implement the same with immediate effect.

**2.04. New Rules/Policy Notifications/Announcements/Events/SoPs: [University Notification No. KU/OW/2021/050, dated 23<sup>rd</sup> October 2021], on the subject “Constitution of Library Advisory Committee for the Academic Years 2021-22 and 2022-23.**

In order to ensure smooth and effective functioning of Library, A Library Advisory Committee was constituted and notified to all concerned.

Noted by the members and the members assured that they will participate in the meetings and bring the points for discussion and improvement.

**2.05. New Rules/Policy Notifications/Announcements: [University Notification No. KU/OW/2021/069, dated 29<sup>th</sup> November 2021], on the subject “Townhall Meeting – Students, faculty and staff”].** Apropos to subject matter and in fulfilment of need to have an open and engaged communication with students. it was decided to adopt practice of Town-Hall Meet. regularly. throughout academic year 2021-22, wherein each batch of a given program gets to attend one Town Hall meet, every month.

Noted by the members and the members assured that they will conduct Townhall Meeting as per the notification issued by the Registrar Office, time to time.

**2.06. New Rules/Policy Notifications/Announcements: [University Notification No. KU/ACA./2021/015, dated 18<sup>th</sup> December 2021], on the subject “Listed Holidays - 2022”].** The notification lists holidays for the CY 2022.

Noted by the members.

- 2.07. Discussion further started with clarifications on preparation and storage of NAAC Files shared with all schools in google drive.
- 2.08. Report on Quality Assurance Activities:**
- 2.08.1. A webinar on "NAAC Accreditation Process for Universities" was conducted on 25<sup>th</sup> September 2021 at 10 AM. Prof. (Dr.) K Manivannan, Senior Professor and NAAC/NBA Accreditation Expert & Consultant delivered an expert talk on NAAC Accreditation process. There were around 60 faculty members participated in the webinar.
- 2.08.2. A webinar on "Patenting Your Innovation" was organized on 25<sup>th</sup> September at 2.00 PM. Prof. (Dr.) Y. Mohamed Sirajudeen, M.E. (Ph.D. - DST-JRF), Patent Consultant (Govt. of India Approved) and Senior Computer Engineering Faculty from VIT-AP delivered an expert talk on how to protect your innovations.
- 2.09. Director-IQAC focused on adoption of standard operating procedures (SOPs) for creating documents as per the NAAC standards.
- 2.10. The 2nd meeting of School NAAC Coordinators and all members of NAAC Executive Team has been scheduled to be held on 27/11/2021 (4th Saturday) at 10.30 to 12.30 AM in the IQAC/NAAC Office, Room No. S3, Second Floor, D Block. Points discussed are as follows.
- Review of documents (DVV Excel Formats) pertaining to Components of Criteria  
Details of Programs offered year wise during last five years (C1.1)
- Identification of details of programmes where syllabus revision was carried out during the last five years (C1.1.2)
  - Discussion on details of programs in which Choice Based Credit System (CBCS)/elective course system has been implemented (C1.2.2)
  - Review of details of courses having focus on employability/ entrepreneurship/ skill development during the last five years (C1.1.3)
  - Discussion on identifying new courses introduced of the total number of courses across all programmes offered during the last five years (C1.2.1)

- Dr. Raju, Director IQAC exclusively focused on preparing data related to value-added courses for imparting transferable and life skills offered during last five years (C1.3.2)
- Details of students enrolled in the courses under 1.3.2 above (C1.3.3)
- Details of students undertaking field projects / research projects / internships (Data for the latest completed academic year – for CA 2021-22) (C1.3.4)
- Details of structured feedback for design and review of syllabus – semester wise / year wise is received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents for design and review of syllabus (C1.4.1)
- IQAC coordinator –Dr Avadhesh Kumar Gupta mentioned the importance of feedback processes of the institution based on (A). Feedback collected, analyze and action taken and feedback available on website, (B). Feedback collected, analyzed and action has been taken, (C). Feedback collected and analyzed, (D). Feedback collected, (E). Feedback not collected (C1.4.2)

2.11. The IQAC noted the notification of KU Innovation and Start-up Policy notified on 18<sup>th</sup> October 2021. Members were requested by the chairperson to implement it and encourage faculty and students to take part in it so that the everyone will try to understand and bring the innovation culture in the university

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> March 2022.

*Dr Raju*  
9/12/21

**(Dr Raju Shanmugam)**

**Director – IQAC**



Office Seal

*[Signature]*  
Registrar