

Minutes of the Meeting

Of

IQAC Committee Meeting (Meeting No: 03.2021)

(Date: 30th December, 2021, 02:00 PM onwards)



Gujarat Technological University
Nr. Visat Three Roads, Visat - Gandhinagar Highway
Chandkheda, Ahmedabad - 382424 - Gujarat





GUJARAT TECHNOLOGICAL UNIVERSITY
(Established under Gujarat Act No. 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી
(ગુજરાત અધિનિયમ ક્રમાંક: ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

10/01/2022

Ref: GTU/IQAC/03.2021/MoM IQAC Meeting/2022/211

Internal Quality Assurance Cell (IQAC)
Gujarat Technological University
Ahmedabad
04/01/2022

Minutes of IQAC Committee Meeting

The Meeting of IQAC committee was organized on 30th December, 2021 at 2:00 PM, under the chairmanship of Prof. (Dr.) Navin Sheth, Hon'ble Vice Chancellor – GTU, along with Dr. K.N. Kher, Registrar – GTU, Dr. S. D. Panchal, Head – IQAC and other members of IQAC committee at GTU.

Following Members were present during the meeting

Sr. No.	Name	Designation
1	Prof. (Dr.) Navin Sheth, Hon'ble Vice Chancellor	Chairman
2	Dr. S.D. Panchal, Professor & Director, GTU – GSET	Head IQAC & Member Secretary
3	Dr. K. N. Kher, Registrar, GTU	Member
4	Dr. Jaimin Vasa, Managing Director, Vasa Pharma, Ahmedabad	Member
5	Dr. Pankajray Patel, Professor & Director, GSMS, GTU	Member
6	Dr. D. M. Patel, Associate Professor, GSP, GTU	Member
7	Dr. Sarman Hadia, Associate Professor, GSET, GTU	Member
8	Dr. Komal Borisagar, Associate Professor, GSET, GTU	Member
9	Ms. Sobhnarani Sengunthar, Statistical Officer, GTU	Member
10	Dr. A.M. Prabhakar, Principal GPERI, GTU	Member
11	Dr. Kaushal Bhatt, Associate Professor, GSMS, GTU	Co-ordinator

The following Member were not able to remain present in the meeting

Sr. No.	Name	Designation
1	Dr. C. N. Patel, Member – BoG, GTU	Member
2	Dr. Shailesh Zala, Former Vice Chancellor, Bhavnagar University	Member
3	Shri Rajubhai Shah, Member – BoG, GTU	Member
4	Dr. Alok Chakrawal, Vice-Chancellor, Guru Ghasidas Central University	Member
5	Dr. Sanjay P. Chauhan, Director, GSP-GTU	Member
6	Dr. Viral Borisagar, OSD & I/C COE, GTU	Member





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In the beginning, Dr. S. D. Panchal welcomed respective IQAC committee members. Dr. Panchal briefed the objective of the organized meeting and sort glimpse on various agenda has to be discussed during the meeting. Resolution of each agenda discussed, and resolution made in the meeting is as below:

Items for Confirmation	
Agenda 03.2021.01	<p>To Confirm the Minutes of Meeting IQAC meeting No: 02.2021</p> <p>Discussion: The IQAC Meeting 02.2021 was held on 18-11-2021 at 02:30 PM. The approved minutes of the meeting is attached herewith.</p> <p>Resolution: IQAC Committee confirmed the minutes of the 02-2021 IQAC meeting held on 18.11.2021. Annexure I.</p>
Agenda 03.2021.02	<p>To note Action Taken Report (ATR) on the resolution made during the 02.2021 IQAC meeting</p> <p>Discussion:</p> <ul style="list-style-type: none">• The IQAC committee approved the RPS-MRP scheme with effect from the academic year 2021-22. The Proposals will be invited under the RPS – MRP scheme after the approval received from the Board of Governance.• The IQAC committee approved the Staff Recognition Scheme (SRS) for the administration and academic staff members of the university. Staff Recognition Scheme documents have been circulated with Data collection templates across all the Academic & Administrative staff members of GTU's PG School and Constituent Institute. <p>Resolution: The ATR on the resolution made in the 02.2021 IQAC Committee meeting held on 18-11-2021 is noted by the committee members as per Annexure-II.</p>
Agenda 03.2021.03	<p>To discuss and finalize the formation of the Committee for Career Advancement Scheme (CAS)</p> <p>Discussion: All the committee members discussed the requirement to form the Committee for the promotion of teaching faculty members of different schools of GTU. It was also discussed that to prepare CAS norms of university, the state government</p>





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	<p>resolution in the said matter needs to be considered and accordingly, University CAS norms need to be framed.</p> <p>Resolution: The IQAC Committee approved the formation of Committee for Career Advancement Scheme (CAS) norms. The committee will be constituted by the Hon'ble Vice-Chancellor.</p>
<p>Agenda 03.2021.04</p>	<p>To discuss and approve availing of extension for 1st Cycle of Seed Money Scheme due to Pandemic Covid-19 Situation.</p> <p>Discussion: Seed Money Scheme 1st Cycle was launched as of October 2020 and in the final stage, University is receiving a request from the researchers to provide some extension due to the Pandemic Covid-19 situation, so that they can effectively complete the final project work submission to generate fruitful outcome or results.</p> <p>Resolution: The IQAC Committee approved the extension till 28th February 2022, for the 1st Cycle of Seed Money Scheme due to Pandemic Covid-19.</p>
<p>Agenda 03.2021.05</p>	<p>To discuss and approve the Mentor-Mentee Handbook draft prepared by IQAC for further implementation</p> <p>Discussion: Mentor-Mentee Handbook will be used as an effective tool by PG Schools and Constituent Institute of GTU to keep track of record of Students progress and help students in their career planning process in the most effective ways. The Mentor-Mentee Handbook is enclosed as Annexure III</p> <p>Resolution: The IQAC Committee noted and approved the Mentor-Mentee Handbook and directed to start its implementation from the current academic year at each Post Graduate School of University and its Constituent Institute.</p> <p>It was also suggested by members that IQAC shall plan and organize Mentoring Training Workshop for each Post Graduate School of GTU and Constituted Institute.</p>





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Agenda
03.2021.06

To take note of Report on Teaching Staff Annual Performance Evaluation as per AICTE 360 Degree evaluation pattern as well as UGC Research Score Criteria's

Discussion:

IQAC – GTU conducted a Performance Appraisal evaluation of all the teaching staff members of the Post Graduate Schools of the University and its constituent Institute. During this evaluation, experts from IIT's and other renowned National Institutes were invited to evaluate the performance of the teaching staff and provide inputs for further improvement and development of teaching staff. Based on the inputs received during the evaluation, the evaluation pattern should be linked with the designation, where for the entry-level cadre, more weightage should be given to teaching and learning while for the senior position research component expected. The Report of Teaching Staff Annual Performance (for the AY-2020-21) Evaluation is enclosed as **Annexure-IV**

Resolution: Based on the discussion, it is resolved that, the existing 360-degree form needs minor modification. A new form will be issued by the IQAC as per the points mentioned in below table and will be effective from AY 2021-22:

Sr. No.	Grading Criteria	Score Points	
		Associate Professor & above	Assistant Professor
1	Teaching – Learning Process	20	30
2	Student Feedback	20	20
3	Departmental Activities	10	10
4	Institute/University Activities	10	10
5	Academic Research (ACR) Maintained*	30	20
6	Contribution to Society	10	10

*For Associate Professor and above designation, the ACR (Academic Research Maintained) will be divided in different caps (Sectional cut off) which shall be as below:

Sr. No.	Academic Research Activities	Points
1 to 5	Research Papers in Peer-Reviewed (SCI/Scopus/WoS etc.) or UGC listed journals	10
	Publication (other than Research papers)	





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		Creation of ICT mediated Teaching-Learning Pedagogy and content and development of new and innovative courses and curricula	
		MOOCs	
		E-Content	
	6 to 9	Research guidance	10
		Research Projects Completed & Ongoing	
		Consultancy	
		Patent	
	10 to 12	Policy Document (Submitted to an international body/ organisation Like UNO/UNESCO/ world bank/International Monetary Fund etc. or Central Government or State Government)	10
		Awards/Fellowship	
		Invited lectures / Resource Person/ paper presentation in Seminars/ Conferenced /full paper in Conference Proceedings (Paper presented in Seminars/ Conferences and also published as a full paper in Conference Proceedings will be counted only once)	
		The revised form attached with Annexure-V	
Agenda 03.2021.07	To take note of IQAC Cell Annual Activity Report 2021-22 Discussion: IQAC – GTU has performed several activities around the Academic Year such as Different Workshops and Webinar Series was conducted for NEP 2020 Implementation, Launch of Various Research & Mentoring Schemes were launched, etc. The brief Report of IQAC Cell Major Contribution/Achievement/Significant Development is enclosed as Annexure-VI Resolution: The IQAC Committee noted and approved IQAC Cell Major Contribution/Achievement/Significant Development Report.		
Agenda 03.2021.08	Any other Agenda with the permission of the chair The following table agenda discussed with permission of Chair A. To Develop IQAC Cell Office with Separate Division and Required Resources		





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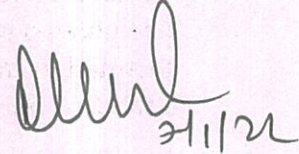
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Discussion: It was directed by the Hon'ble Vice-Chancellor that as the university is aiming to apply for NAAC Accreditation it is important to develop a separate IQAC Cell office at the university with full-time resources who can dedicatedly work for IQAC cell assignments and focus on NAAC documentation work.

Resolution: All the Members agreed on the said matter. It was decided that IQAC Cell separate office along with required manpower resources will be created as per the need of NAAC. The IQAC will put up the requirement in terms of human resources and office infrastructure and it will be provided by the university as early as possible.

The meeting was ended with a vote of thanks to the Chair.


Registrar

To,

1. All the Committee Members, GTU.

Copy Forwarded for information and necessary action,

1. All Concern Section of the University.

Copy Forwarded for information,

1. PA to Registrar.
2. PA/PS to Hon'ble Vice Chancellor.

