

Minutes of the Meeting
Of
IQAC Committee Meeting
(Meeting No: 01.2024)

(Date: 3rd January, 2024)



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





GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat under Gujarat Act No. : 20 of 2007)

ગુજરાત ટેકનોલોજીકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક : ૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

Ref: GTU/IQAC/CM/01.2024/MOM/2024/1069

Date: /01/2024
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Minutes of IQAC Committee Meeting: 01-2024

The Meeting of IQAC committee was organized on 3rd January, 2024, under the chairpersonship of Dr. Rajul Gajjar, Hon'ble Vice Chancellor – GTU, along with Dr. K.N. Kher, Registrar – GTU, Dr. Sanjay Chauhan, Head – IQAC and other members of IQAC committee at GTU.

The Following Members were present during the meeting

Sr. No.	Name	Designation
1	Dr. Rajul Gajjar, Hon'ble Vice Chancellor – GTU	Chairperson
2	Dr. Sanjay Chauhan, Professor & Director, GSP, GTU	Head IQAC & Member Secretary
3	Dr. Chetan Bhatt, BoG Member, GTU	Member
4	Dr. Mahesh T. Chhabria, Associate Dean, Member-Academic Council, GTU and Principal, L.M. College of Pharmacy	Member
5	Dr. K. N. Kher, Registrar, GTU	Member
6	Prof. (Dr.) Pankajray V. Patel, Professor & Director, GSMS, GTU	Member
7	Dr. Chirag Vibhakar, In charge Principal, GPERI, GTU	Member
8	Ms. Shobhanarani Sengunthar, Statistical Officer, GTU	Member
9	Dr. S.D. Panchal, Professor & Director, GTU – GSET	Member
10	Dr. Vaibhav Bhatt, Director-SAST, GTU	Member
11	Dr. Jignesh Amin, Professor, GSET, GTU	Member
12	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	Shri Rajubhai Shah, Member, BoG Member, GTU	Member
2	Dr. Shailesh Zala, Former Vice Chancellor, Bhavnagar University	Member

In the beginning, Dr. Sanjay Chauhan welcomed Hon'ble Vice Chancellor and respective IQAC committee members and gave the presentation on the activities carried out by IQAC since the last meeting. Description of each agenda and the resolution made in IQAC meeting is as below:





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Agenda Items for Confirmation

<p>Agenda 01.2024.01</p>	<p>To approve and confirm the minutes of IQAC Committee Meeting No: 02.2023.</p> <p>Discussion:</p> <p>The IQAC Meeting 02-2023 was held on date 14/09/2023. The approved minutes is attached herewith.</p> <p>Resolution:</p> <p>The IQAC Committee confirmed the minutes of the 02-2023 IQAC meeting held on 14/09/2023. The MOM is attached as Annexure: I.</p>
<p>Agenda 01.2024.02</p>	<p>To note Action Taken Report (ATR) on the resolution made during 02.2023 IQAC Committee Meeting.</p> <p>Discussion:</p> <p>1. To discuss and implement the amendment required in the Seed Money Scheme (SMS). ATR: As per the recommendation of the Hon'ble Vice Chancellor madam a committee was constituted and the meeting for this committee was conducted in which policy was reviewed and some changes are suggested by the members. This revised Seed Money Scheme (SMS) policy was suggested to put for the approval in the next IQAC Committee meeting.</p> <p>2. To discuss and implement the amendment required in the Staff Recognition Scheme (SRS). ATR: As per the recommendation of the Hon'ble Vice Chancellor madam committee was constituted and the meeting for this committee was conducted in which policy was reviewed and some changes are suggested by the members. This revised Staff Recognition Scheme (SRS) policy was suggested to put for the approval in the next IQAC Committee meeting</p> <p>3. To discuss and implement the amendment required in the Financial Assistance Scheme for the Teachers (FAST). ATR: As per the recommendation of the Hon'ble Vice Chancellor madam committee was constituted and the meeting for this committee was conducted in which policy was reviewed and some changes are suggested by the members. This revised Financial Assistance Scheme for the Teachers (FAST) policy was suggested to put for approval in the next IQAC Committee meeting.</p>





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4. To publish 2nd cycle of Research Promotion Scheme for Minor Research Projects (RPS-MRP).

ATR: As per the recommendation of the Hon'ble Vice Chancellor madam committee was constituted and the meeting for this committee was conducted in which policy was reviewed and some changes are suggested by the members. This revised Research Promotion Scheme for Minor Research Projects (RPS-MRP) policy was suggested to put for approval in the next IQAC Committee meeting.

5. To allocate mentors to the mentee institutes under the Vishesagya Scheme of IQAC, GTU. (Cycle-2)

ATR: IQAC have collected data of previous both cycles' status of NBA and NAAC accreditation wherever Vishesagya where appointed by GTU.

6. To discuss and implement the amendment required in the Performance Appraisal Report of Teachers (PART).

ATR: As per the recommendation of the Hon'ble Vice Chancellor madam committee was constituted and the meeting for this committee was conducted in which policy was reviewed and some changes are suggested by the members. This revised PART policy was suggested to put for approval in the next IQAC Committee meeting.

Resolution:

The IQAC Committee confirmed the Action Taken Report (ATR) of the 02-2023 IQAC meeting held on 14/09/2023. The ATR is attached as **Annexure: II**.

[Signature]





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Agenda Items For Discussion

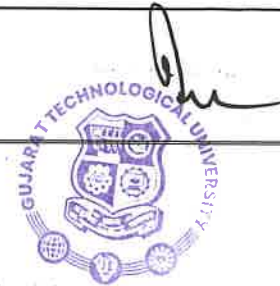
To review and approve revision of IQAC Policies (SMS,PART, RPS-MRP,ASAP,SRS,FAST, Professor of Practices)

Discussion: IQAC Committee has reviewed all policies and discussed the amendments and suggest few changes in all policies. It is also discussed the requirement to prepare one common document for the Research Promotion Policies of University, which reflect whole research initiatives and ecosystem of the university. Following amendments needs to be implemented in the existing policies.

Amendment in Staff Recognition Scheme (SRS):

Sr. No.	Proposed Norms
1	Proposed additions in Categories of Recognition: <u>Recognition received at State/National & International level in following categories:</u> <ul style="list-style-type: none">• Administrative reforms• Patent Granted• Recognition in Startup & Innovation activity• Award for achievement in Sports/culture/NCC/NSS• Contribution by Individual/ Team because of which certain achievement/ award has been received by the University / given to the development and Strengthening of university
2	Proposed Change in Other Guidelines: <ul style="list-style-type: none">• Multiple Applications In the same category/ same achievement in different categories is not allowed except in cases of multiple patents.• If there are joint innovators from GTU for the category of 'Patent Granted'. It is required to apply by only one innovator/Faculty. However the award money will be distributed equally among all innovator/Faculty and individual certificate will be provided to all faculty members.
3	Proposed Change in Application Format for Staff Recognition Scheme (SRS): <ul style="list-style-type: none">• Add Category of Application• Add Declaration of received recognition along with brief contribution / Impact

Agenda
01.2024.03





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૨૧/૦૨

Revised Staff Recognition Scheme (SRS) is attached herewith as Annexure-III.

Amendment in Seed Money Scheme (SMS):

Sr. No.	Proposed Norms
1	Norms to act as Principal Investigator (PI) & Co-Investigator (CI): <ul style="list-style-type: none">A Faculty member (Assistant Professor, Associate Professor, Professor, Principal and Director) only can act as Principal Investigator in maximum three projects only. However there is no limit for the faculty member to act as Co-Investigator in any other projects. But at a time a faculty member must not have more than three active projects so as PI (Principal Investigator).The student (PG Student, Full time Ph. D Scholars and Post Doc. Scholars) can also act as Co-Investigator in one project only.In case of student, he or she is eligible to become Co-Investigator only once in his/her program duration.
2	Other General Guidelines: <ul style="list-style-type: none">All purchase should be done as per the University Project Purchase Policy (PPP)At the time of final project submission a Principal Investigator has to provide the details of project proposal submitted, to external funding agency.
3	Technical Details of Project points to consider for detailed of Research Proposal: <ul style="list-style-type: none">Time line of the project – clearly projecting the likely progress.Budget details in tabular format should be provided in application.

• Outcome of the Project/Research Grant

Sr. No.	Particular	Yes/No	Count
1	Participation in Conference		
2	Publication of Research Paper		
3	Application to external funding agency for research grant		
4	Workshop/Seminar participation		
5	Application for patent		

Revised Seed Money Scheme (SMS) is attached herewith as Annexure-IV.





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Amendment in Research Promotion Scheme for Minor Research Project (RPS-MRP):

Sr.No.	Proposed Norms
1	<p>Other General Guidelines:</p> <ul style="list-style-type: none">The principal investigator may publish a research paper out of this research and utilize the grant for paper publication charges. The research paper must be published in the Scopus, Web of Science, IEEE Indexed journals only. The PI must mention the name of GTU in the publication.The Principal Investigator should use this grant for the purpose of conducting the data collection, travelling expenses, conducting experiments, paper publication (publication only in Scopus, Web of Science, IEEE indexed journals) charges, registration fees of participation in reputed conference (only for PI and CI), patent filing fees, printing, binding and other miscellaneous expenses/Consumables only.

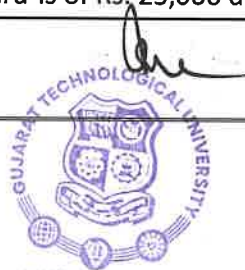
• **Outcome of the Project/Research Grant**

Sr. No.	Particular	Yes/No	Count
1	Participation in Conference		
2	Publication of Research Paper		
3	Application to external funding agency for research grant		
4	Workshop/Seminar participation		
5	Application for patent		

Revised Research Promotion Scheme for Minor Research Project (RPS-MRP) is attached herewith as Annexure-V.

Amendment in Financial Assistance Scheme Policy (FAST):

Sr.No.	Proposed Norms
1	<p><u>GUIDELINES FOR FINANCIAL ASSISTANCE FOR RESEARCH PAPER PUBLICATION:</u></p> <ul style="list-style-type: none">Type of journals will be considered for the publication are: Web of Science, Web of Knowledge, Scopus and IEEE Indexed journals only.The faculty member will receive Rs. 10,000 for the first paper published in the year and for every subsequent paper he/she will receive additional Rs. 5,000. However, For one faculty member, maximum ceiling of financial assistance in the form of award is of Rs. 25,000 during one academic year.





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- In case of joint authors with in GTU, Only anyone author is required to apply for the financial assistance under this scheme. In case of joint authors from outside of GTU, the GTU faculty member has to submit the undertaking from other authors.
- The Author who is eligible to apply for the financial assistance under this policy must ensure that he/she has not availed benefit from any other scheme of University/ any other funding agency.
- All faculty members have to submit the hard copy of the research papers along with the proof of **Scopus/Web of Science/Web of Knowledge** Indexed journal at the time of application during the stipulated time at IQAC office of University.

GENERAL GUIDELINES FOR FINANCIAL ASSISTANCE:

- All faculty members are suggested to participate in the conferences which have support to publish paper in Scopus/Web of Science/Web of Knowledge/ Springer/IEEE/Taylor and Frances/Elsevier indexed journals/proceeding.
- In cases where no applications are received for assistance to participate in an international conference outside India, faculty members may be considered for financial assistance to attend the international conference for a second consecutive year
- The maximum financial support under this scheme will be as under for once in two financial years (for anyone event).

Sr. No.	Type of Event	Maximum Financial Assistance in INR
1	Participating in National/International/ Conference/Seminar/Workshop/ Faculty Development Program/ OrientationProgram/ Refresher Course with in India	25,000
2	Participating in International Conference/ Seminar/ Workshop/ Faculty Development Program/ Orientation Program/ Refresher Course outside India	1,00,000
3	Participating in Conference/Seminar/workshop organized through online mode(Organized by or supported by a reputed society/organization, and the proceeding must be	25,000





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૦૧/૦૨

available with Digital Identification Number)

- All TA/DA/Accommodation norms will be as per GTU norms publishes and update at the time of application.
- Added Web of Knowledge Journal
- Undertaking will be taken from FROM CO-AUTHORS

Revised Financial Assistance Scheme Policy (FAST) is attached herewith as Annexure-VI.

Amendment in Performance Appraisal Report of Teachers (PART):

Proposed norms in Academic and Research Contribution:

- Consultancy (Less than 50,000 : 3 Point , 50,000 to 5 Lakh : 6 Point, More than 5 lakh : 10 Point)
- Patent Granted: 100% Points
- Reporting officer has to approve the points in the range between 0 – 3 based on the actual work carried out in section C and D.

Revised Performance Appraisal Report of Teachers (PART) is attached herewith as Annexure-V.

Resolution:

The IQAC committee has discussed and approved suggested changes in all policies. The implementation of the suggested changes will be effective from upcoming cycle of respective policies. Also it is resolved to consolidate all research promotion policies pertaining to university schools, affiliated institutions, other institutes, and research scholars into a single document.

Agenda

01.2024.04

To review and approve Annual Quality Assurance Report (AQAR) of university for AY-2022-23.

Discussion:

The review process for the Academic Year 2022-23 AQAR has been completed on the NAAC portal. A final AQAR review meeting was scheduled where all criteria were thoroughly reviewed by the members. The detailed AQAR was presented and discussed during the IQAC Committee





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Date: 09/02/2024

	<p>Meeting. The committee suggested a few changes and proposed measures to enhance criteria that scored lower in the last cycle.</p> <p>Resolution:</p> <p>IQAC Committee has review and discussed the AQAR of AY-2022-23 and approve the same. AQAR is attached herewith an annexure-VIII.</p>
<p>Agenda</p> <p>01.2024.05</p>	<p>To review and discuss Academic and Administrative Audit (AAA) of university of AY 2022-23.</p> <p>Discussion: The IQAC Committee has reviewed the AAA report for AY 2022-23 and highlighted critical points in comparison to last year's AAA report. The committee have suggested certain modification in the data.</p> <p>Resolution:</p> <p>The IQAC Committee thoroughly reviewed and discussed the AAA for AY-2022-23 and subsequently approved it with minor corrections. The finalized AAA report is attached as Annexure-IX.</p>
<p>Agenda</p> <p>01.2024.06</p>	<p>To Discuss organogram for GTU.</p> <p>Discussion:</p> <p>The committee thoroughly reviewed and discussed the organogram prepared by the IQAC for various committees of GTU, along with the organizational structure of GTU itself. They recommended a few changes to enhance the organogram's effectiveness. The revised organogram is attached herewith as Annexure X. Additionally, this updated organogram has been submitted in the PM-USHA application for further consideration and integration into the system.</p> <p>Resolution:</p> <p>The IQAC Committee reviewed and deliberated on the organogram and subsequently approved both structures. The organogram is attached herewith as annexure-X.</p>
<p>Agenda</p> <p>01.2024.07</p>	<p>To discuss the recognition reviewed by affiliating institution for various awards and accreditation.</p> <p>Discussion:</p> <p>As IQAC have received email from V.V.P. Engineering College, Rajkot to recognize their institute for national level achievement from a recognized organization ISRO (Indian Space Research</p>





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Organization). The IQAC Committee of GTU acknowledges the affiliating institutes for NBA Accreditation on the occasion of GTU Foundation Day. Appreciation of GTU affiliated institute for such national/international level achievement is recommended.

Resolution:

IQAC deliberated on the prospect of the individual faculty member's achievement and recommends to send a congratulations mail of appreciation to this faculty member.

Agenda Items For Consideration

**Agenda
01.2024.08**

To consider and approve departmental IQAC committee meeting MOM of Graduate School of Pharmacy-GTU.

Discussion:

Graduate School of Pharmacy IQAC meeting held on 7th November, 2023 to review the progress of work for NBA and to design research outcome as per NBA PG manual for Pharmaceutical Quality Assurance Program. The MOM is placed for consideration as annexure XI.

Resolution:

The IQAC Committee approves the Minutes of Meeting of Graduate School of Pharmacy-GTU's IQAC committee meeting dated 7th November, 2023.

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


Member Secretary
IQAC Committee – GTU


Registrar

To,

1. All the Committee Members, IQAC, 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.

