



Minutes of the Meeting
Of
IQAC Committee Meeting
(Meeting No: 01.2022)

(Date: 7th May, 2022, 11:00 AM onwards)



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/01.2022/MOM IQAC Meeting/2022/4208

31/5 /2022

Internal Quality Assurance Cell (IQAC)

Gujarat Technological University

Ahmedabad

13/05/2022

Minutes of IQAC Committee Meeting

The Meeting of IQAC committee was organized on 7th May, 2022 at 11:00 AM, 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. Shailesh Zala, Former Vice Chancellor, Bhavnagar University	Member
5	Dr. Alok Chakrawal, Vice-Chancellor, Guru Ghasidas Central University	Member
6	Dr. Jaimin Vasa, Managing Director, Vasa Pharma, Ahmedabad	Member
7	Dr. Pankajray Patel, Professor & Director, GSMS, GTU	Member
8	Dr. Sanjay Chauhan, Professor & Director, GSMS, GTU	Member
9	Dr. A.M. Prabhakar, Principal GPERI, GTU	Member
10	Dr. D. M. Patel, Associate Professor, GSP, GTU	Member
11	Dr. Sarman Hadia, Associate Professor, GSET, GTU	Member
12	Dr. Komal Borisagar, Associate Professor, GSET, GTU	Member
13	Ms. Sobhnarani Sengunthar, Statistical Officer, GTU	Member
14	Dr. Kaushal Bhatt, Associate Professor, GSMS, GTU	Co-ordinator



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31/5/2022

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. Viral Borisagar, I/C COE, GTU	Member
3	Shri Rajubhai Shah, Member – BoG, GTU	Member

In the beginning, Dr. S. D. Panchal welcomed respective IQAC committee members. Dr. Kaushal Bhatt has given the presentation on the activities carried out by IQAC. Dr. Panchal briefed the objective of the organized meeting and sort glimpse on various agenda has to be discussed during the meeting. Description of each agenda and resolution made in the meeting is as below:

Items to take a note and confirmation	
Agenda 01.2022.01	<p>To confirm the minutes of meeting IQAC Committee Meeting No: 03.2021</p> <p>Discussion: The IQAC Meeting 03-2021 was held on date 30/12/2021 in offline mode. The approved minutes is attached herewith.</p> <p>Resolution: The IQAC Committee confirmed the minutes of the 03-2021 IQAC meeting held on 30/12/2021. Annexure I.</p>
Agenda 01.2022.02	<p>To note action taken report (ATR) on the resolution made during 03.2021 IQAC Committee Meeting.</p> <p>ATR:</p> <ul style="list-style-type: none">The Committee for Career Advancement Scheme (CAS) has been formed under the chairmanship of Hon'ble Vice Chancellor.



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- The final Research Projects from the Principal Investigators of first Cycle of SMS are being received at IQAC. Once the UTC is submitted by all of them University will disburse remaining 50% grant amount.
- The Mentoring Training Seminar for each Post Graduate School of GTU and Constituted Institute was organised by the IQAC on 11th March, 2022. The Mentor Mentee hand book was circulated amongst all PG School and constituent Institute.
- Based on the discussion, it is resolved that, existing 360-degree form needs minor modification. New form will be issued by the IQAC as per 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)	

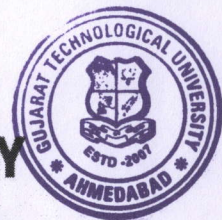


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		Creation of ICT mediated Teaching-Learning Pedagogy and content and development of new and innovative courses and curricula	
		MOOCs	
		E-Content	
6 to 9		Research guidance	10
		Research Projects Completed & Ongoing	
		Consultancy	
		Patent	
10 to 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)	
<ul style="list-style-type: none">The IQAC Committee noted and approved IQAC Cell Major Contribution/Achievement/Significant Development Report. 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 necessary requirement in terms of human resources and office infrastructure and it will be provided by the university as early possible.			
<p>Resolution: The ATR on the resolution made in the 03.2021 IQAC Committee held on 30/12/2021 is noted by the committee member as per the Annexure II.</p>			



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31/5 /2022

Items For Consideration

To discuss on progress of different schemes launched by IQAC-GTU.

Discussion: The IQAC- GTU launched following schemes.

For Affiliated Institutes:

- **Visheshagya Scheme:** 1st cycle is started in the month of August, 2021. 10 mentors were allotted to 17 Institutes. Their first visit was finished at institute level. And these institutes were taken a step towards accreditation. The 2nd cycle is also started in 5 Mentors were allotted to 5 Institutes for NBA accreditation guidance in the month of February, 2022.
- **RPS-MRP Scheme:** Research Promotion Scheme for Minor research Projects (RPS-MRP) for GTU Affiliated Institutes. In response to it 47 Research Proposals (23 Engineering, 18 Pharmacy, 4 Management and 2 Applied science) were submitted by the faculty members of different Affiliated Institutes. The first stage of internal scrutiny is done and the final external expert scrutiny will be done shortly.

Agenda
01.2022.03

For GTU Staff Members:

- **Seed Money Scheme (SMS):**

Cycle	Month/ Year	Approved Proposals	Total approved Grant	Total Grant Disbursed
1 st	January , 2021	10	₹ 5,87,000/-	₹ 2,93,500/-
2 nd	July, 2021	6	₹ 5,66,124/-	₹ 2,83,062/-
3 rd	December,2021	9	₹ 5,30,000/-	₹ 2,65,000/-
	Total	25	₹ 16,83,124/-	₹ 8,41,562/-

The final stage of research project submission of 1st cycle was completed. Once the UTC is generated from all applicants the remaining 50% grant is disbursed by the university and The half yearly progress report of the 2nd Cycle selected proposals were submitted at institute level.



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	<ul style="list-style-type: none">• Staff Recognition Scheme (RSR) Policy: IQAC-GTU has launched a Staff Recognition Scheme to recognize notable work/activity done by University Staff (Teaching and Nonteaching). IQAC has invited applications for FY 2016-17 to FY 2020-21. Under this 60 applications were received from the different sections of the university. The scrutiny committee were appointed and received the applications. Out of this 60 applications 27 applications were selected for financial reward and certification of recognition. Total ₹1,60,000/- financial reward were disbursed by the university and the recognition certificate will be delivered soon.• Financial Assistance Scheme for Teachers (FAST) Policy: University has launched FAST (Financial Assistance Scheme for Teachers) to promote quality research and provide awards for quality publication in the academic year 2021-22. The applications for reputed publication will be called as per policy document in the month of July-2021.• Performance Appraisal Report for Teachers (PART) Policy: University has adopted 360 degree feedback of AICTE and UGC research scores and developed Performance Appraisal Report for Teachers (PART) to evaluate the performance of faculty members annually. The evaluation will be done by an external expert of a specific domain. <p>Resolution: The IQAC Committee noted the progress of different schemes.</p>
<p>Agenda 01.2022.04</p>	<p>To Discuss and implement Admin Staff Appreciation Policy (ASAP) of University</p> <p>Discussion: There are various policies developed by IQAC for the teaching staff members. In line with the same it is required to develop the policy for the admin staff members of university. This policy should cover all the admin staff members of university and recognize their efforts on the Foundation day of University.</p> <p>Resolution: The IQAC committee has approved the Admin Staff Appreciation Policy (ASAP) which will be effective from this foundation day only. The application forms for Best Employee and Best Section are attached as per Annexure-III</p>



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<p>Agenda 01.2022.05</p>	<p>To discuss on progress of NAAC Accreditation work of - GTU.</p> <p>Discussion:</p> <p>The NAAC Task force committee has completed its first phase of University data collection with respect to different criteria's demands. Now the second phase of External expert review is going on. The experience senior expert from Sardar Patel University is invited to review the NAAC progress of University. At the end of the April, 2020 IQAC aims to complete the second phase of NAAC review.</p> <p>Resolution: The IQAC Committee noted the progress of NAAC Accreditation and suggested to expedite the work.</p>
<p>Agenda 01.2022.06</p>	<p>To discuss and approve man power requirement at IQAC - GTU</p> <p>Discussion: As per the approved resolution in the last IQAC committee meeting the separate IQAC Cell office was started at Academic block 4, GSMS-GTU. Now, it is required to have following staff members in the cell.</p> <ul style="list-style-type: none">• Admin Assistant : 2• IT Programmer: 2• Office assistant :1 <p>Resolution: The IQAC Committee approved the requirement of staff at IQAC Cell</p>
<p>Agenda 01.2022.07</p>	<p>Table agenda if any with the permission of Chair.</p> <p>01.2022.07-1: To add the newly appointed Assistant Registrar (Establishment) in the committee formed for CAS.</p> <p>Resolution: As per last IQAC meeting resolution, a committee for CAS (Carrier Advancement Scheme) for teachers under the chairmanship of Hon'ble Vice Chancellor has been formed. Looking at the need and recent appointment of Assistant Registrar at Establishment Section, it is resolved that he should be added in the CAS committee as a Member Secretary to carry out the internal task from</p>



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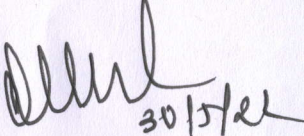


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	<p>establishment section. It was also resolved that IQAC will forward the revised submission and office order for the same.</p> <p>01.2022.07-2: To follow the Academic Year or Financial Year for the Performance Appraisal Report (PAR) of the regular Teaching Staff Members of University.</p> <p>Resolution: During the meeting, the discussion on Performance Appraisal Report duration (Financial Year or Academic Year) was carried out. All members have discussed various administrative and academic requirements for the timing of said report. Finally, it was resolved that to carryout smooth administration at university for the regular teaching staff members, the Performance Appraisal Report (PAR) will be invited by Establishment Section in the prescribed format as per Financial Year and IQAC will invite Performance Appraisal Report for Teachers (PART) as per prescribed format at the end of each Academic Year.</p>
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The meeting was ended with a vote of thanks to the Chair.


30/5/22
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.