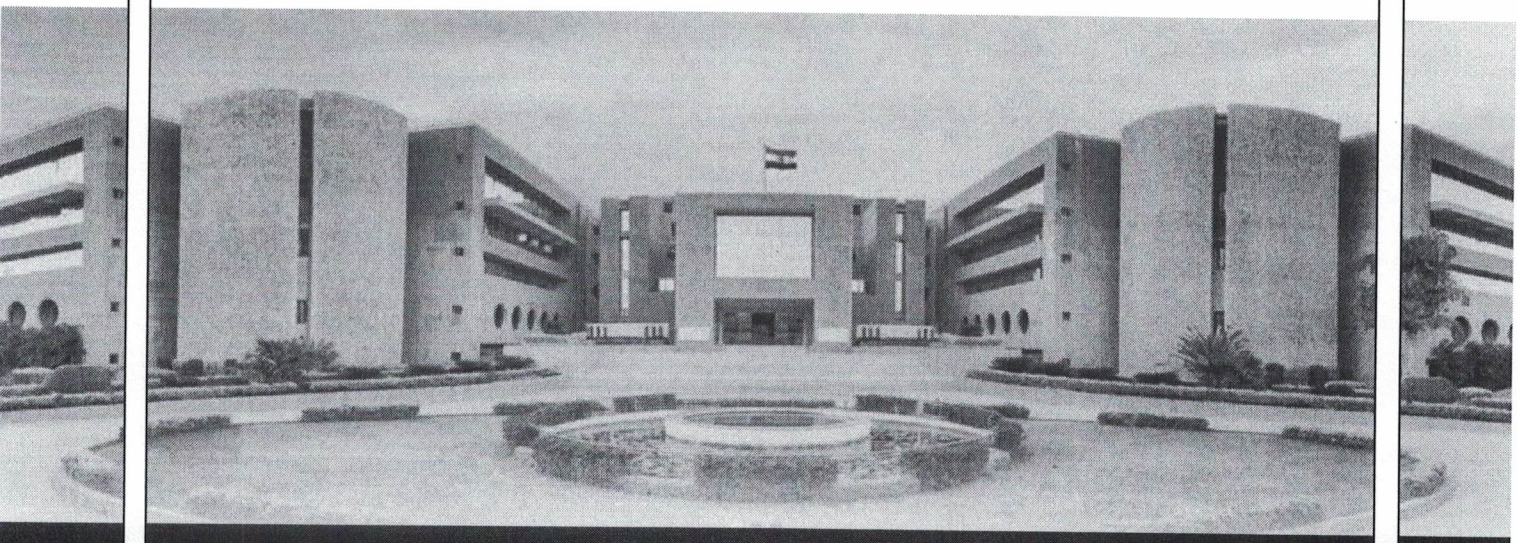
Proceedings of IQAC Meetings



Meeting Agenda& Notes

Cell Name	Internal Quality Assurance Cell				
Meeting No.	01				
Date	22/04/2023	**Time**	02:15 pm	A.Y.	2022-23
Venue	IQAC Board Room				

Agenda List

Agenda No.	Agenda
IQ-01-01	Welcome and Introductory Remarks
IQ-01-02	Objectives of the Committee
IQ-01-03	Functions of IQAC
IQ-01-04	Verticals of Higher Education Institution
IQ-01-05	Academic audit of A.Y. 2022-23 (ODD) term
IQ-01-06	Administrative audit of A.Y. 2022-23
IQ-01-07	Result & Feedback analysis A.Y. 2022-23 (ODD) term
IQ-01-08	OBE module prepared by ERP team of the University
IQ-01-09	Committees
IQ-01-10	Any other agenda with the permission of chair

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Minutes of Meeting

Cell Name	Internal Quality Assurance Cell		
Meeting No.	01		
Date	22/04/2023	**Time**	02:15 pm to 03:30 pm
Venue	IQAC Board Room		

Minutes of Meeting

Agenda No.	Details
IQ-01-01	Dr. Dharmesh Pandya welcomed all the members.
IQ-01-02	Dr. Pandya narrated the objectives of the committee: (1) NAAC has been instilling a momentum of quality consciousness amongst HEIs, aiming for continuous improvement. (2) However, lasting improvements in standards cannot come about only by accreditation from outside, once in 5 years. (3) An internal mechanism for sustenance, assurance and enhancement of the quality culture of education imparted by them, therefore, become essential. (4) Recognizing the importance of such institutional internal quality system, UGC has taken a policy decision to direct all colleges to establish Internal Quality Assurance Cell (IQAC).
IQ-01-03	Dr. Pandya explained the functions of IQAC: (1) Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institute. (2) Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. (3) Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes. (4) Dissemination of information on the various quality parameters of higher education. (5) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles. (6) Documentation of the various programs / activities of the institute, leading to quality improvement. (7) Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices. (8) Development and maintenance of institutional database through MIS for the

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purpose of maintaining / enhancing the institutional quality.

(9) Development of the Annual Quality Assurance Report (AQAR) of the institute based on the quality parameters / assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format.

(10) Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR.

(11) Interaction with Student's Quality Assurance Cell (SQAC) in the pre and post accreditation quality assessment, sustenance and enhancement endeavors.

IQ-01-04 Dr. Pandya elaborated the verticals of any Higher Education Institution:

(1) Strategic Planning for growth & development
(2) Admissions
(3) Academics
(4) Faculty members & staff
(5) Student support & progression
(6) Knowledge creation & knowledge dissemination
(7) Estate & infrastructure
(8) Collaborations & influencing
(9) Quality Assurance & enhancement
(10) Governance
(11) Financial Management

IQ-01-05 Academic audit of A.Y. 2022-23 (ODD) term was carried out as follows:

Initial Phase Audit	: 11-17 March, 2023
Final Audit	: 01-10 April, 2023
Report Submission	: 11-15 April, 2023
No. of Departments	: 23

The remarks of Internal Auditors were received & action taken was proposed by the committee. External Audit is to be carried out on 26.04.2023.

IQ-01-06 Administrative audit of A.Y. 2022-23 was carried out as follows:

Report Submission	: October 2023
No. of Departments	: 02

The remarks of Internal Auditors were received & the committee proposed action taken. External Audit is to be carried out on 26.04.2023.

IQ-01-07 Result of Winter-2022 Exam was reviewed.

Following Feedback were reviewed for A.Y. 2022-23 (ODD) term:

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(1) Course Feedback
(2) Teacher's Feedback
Members have analyze the data & submitted to higher statutory committee.

IQ-01-08 Some of the features in OBE module is updated in the ERP. Faculty members are trained and have started using the same. Members have appreciated the E-Governance development.

IQ-01-09 All the statutory and non-statutory committees have conducted their meetings as per the timeline.
Members have note the agenda.

The Member Secretary gave vote of thanks to all the members.

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Meeting Agenda& Notes

Cell Name	Internal Quality Assurance Cell				
Meeting No.	02				
Date	14/10/2023	Time	02:15 pm	A.Y.	2022-23
Venue	IQAC Board Room				

Agenda List

Agenda No.	Agenda
IQ-02-01	Welcome and Introductory Remarks
IQ-02-02	Academic audit of A.Y. 2022-23 (EVEN) term
IQ-02-03	Administrative audit of A.Y. 2022-23
IQ-02-04	Result & Feedback analysis A.Y. 2022-23 (EVEN) term
IQ-02-05	BOS module prepared by ERP team of the University
IQ-02-06	Prospective Plan & Targets
IQ-02-07	Committees
IQ-02-08	Placements
IQ-02-09	Any other agenda with the permission of chair

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Minutes of Meeting

Cell Name	Internal Quality Assurance Cell		
Meeting No.	02		
Date	14/10/2023	**Time**	02:15 pm to 03:30 pm
Venue	IQAC Board Room		

Minutes of Meeting

Agenda No.	Details
IQ-01-01	Welcome and Introductory Remarks • The IQAC coordinator welcomed all members and emphasized the importance of reviewing the academic year's progress • Highlighted the institution's achievements in the previous semester • Outlined the meeting's objectives focusing on quality improvement and strategic planning
IQ-01-02	Academic Audit of A.Y. 2022-23 (EVEN) Term was carried out as per the schedule and following are the observations. Teaching-Learning Process Review • Average teaching load: 20 hours/week/faculty • Course files completion status: 92% • Laboratory manual updates: Completed for all labs Academic Performance • Overall pass percentage: Very Good • Remedial actions taken for weak performers • Bridge courses conducted Faculty Development • Total No. of Faculties have attended conferences/workshops: 228 • FDP attended: 231 • Seed Money: 3.22 Lakh The remarks of Internal Auditors were received & the committee proposed action taken. External Audit is to be carried out on 27.10.2023.
IQ-01-03	Administrative Audit of A.Y. 2022-23 (EVEN) Term was carried out as per the schedule and following are the observations. Administrative Audit of A.Y. 2022-23

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Infrastructure

- New laboratory equipment purchased
- Library resources added: 500 books, 5 new journals
- All ICT facilities are worked perfectly

Documentation

- All departmental records updated
- NAAC documentation preparation status: 80% complete
- NBA documentation process initiated

The remarks of Internal Auditors were received & the committee proposed action taken. External Audit is to be carried out on 27.10.2023.

IQ-01-04 Result & Feedback Analysis A.Y. 2022-23 (EVEN) Term

Result Analysis

- Department-wise performance reviewed
- Areas requiring improvement identified
- Action plan for improving results discussed

Feedback Analysis

- Student satisfaction index: 7.8/10
- Parent feedback positive points highlighted
- Industry feedback incorporated in curriculum
- Alumni suggestions recorded for implementation

Members have analyze the data & submitted to higher statutory committee.

IQ-01-05 Curriculum Module Prepared by ERP Team

- New module features demonstrated
- Training schedule for faculty finalized
- Implementation timeline: June 2024
- Data migration plan approved

Member have note the agenda.

IQ-01-06 Prospective Plan & Targets was shared with the departments.

Short-term Goals (6 months)

- Increase research publications by 10%
- Implement new feedback system

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- Complete NAAC documentation

Long-term Goals (2 years)

- NBA accreditation for all eligible programs
- Establish Centre of Excellence in AI & ML
- Increase industry collaborations

Members have note the agenda.

IQ-01-07 Committees

- New committee structure approved
- Anti-ragging committee reconstituted
- Women's grievance cell strengthened
- Internal Quality Assurance Cell restructured

Members have note the agenda.

IQ-01-08 Placements

- Current placement statistics: 65% eligible students placed
- Average package: 5.2 LPA
- New companies approached: 15
- Upcoming placement drives scheduled
- Training programs planned for final year students

Members have note the agenda.

IQ-01-09 Additional Points Discussed

- Green campus initiatives
- Student startup support system
- Faculty exchange programs
- International collaborations

Members have note the agenda.

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Meeting Agenda & Notes

Cell Name	Internal Quality Assurance Cell				
Meeting No.	03				
Date	12/03/2024	**Time**	02:15 pm	A.Y.	2023-24
Venue	IQAC Board Room				

Agenda List

Agenda No.	Agenda
IQ-03-01	Welcome and Introductory Remarks
IQ-03-02	Academic audit of A.Y. 2023-24 (ODD) term
IQ-03-03	Result & Feedback analysis A.Y. 2023-24 (ODD) term
IQ-03-04	BoS module prepared by ERP team of the University
IQ-03-05	Committees
IQ-03-06	Any other agenda with the permission of chair

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Minutes of Meeting

Cell Name	Internal Quality Assurance Cell		
Meeting No.	03		
Date	12/03/2024	**Time**	02:15 pm to 03:30 pm
Venue	IQAC Board Room		

Minutes of Meeting

Agenda No.	Details
IQ-03-01	Dr. Dharmesh Pandya welcomed all the members.
IQ-03-02	Academic audit of A.Y. 2023-24 (ODD) term was carried out as follows: Initial Phase Audit : 7-10 February, 2024 Final Audit : 19-22 February, 2024 Report Submission : 01-09 March, 2024 No. of Departments : 17 • Course delivery effectiveness. • Faculty performance evaluation. • Student attendance and participation. • Utilization of academic resources and facilities. • Any deviations from the academic calendar and measures taken to address them. The remarks of Internal Auditors were received & the committee proposed action taken. External Audit was carried out on 20.03.2024
IQ-03-03	Result of Winter 2023 Exam was reviewed. Following Feedback was reviewed for A.Y. 2023-24 (ODD) term: (1) Student performance trends and pass percentages. (2) Feedback on course content, teaching methods, and learning experiences. (3) Areas identified for improvement based on feedback. (4) Action plans to address gaps and enhance academic outcomes. Members have analyze the data & submitted to higher statutory committee.
IQ-03-04	Teaching Learning modules updated by ERP team of the University. Faculty members are trained and have started using the same. • Features and functionalities of the module. • Benefits of implementation, including improved efficiency and accuracy. • Feedback from pilot testing or initial implementation phases. • Suggestions for further customization or enhancement. Member have note the agenda.
IQ-03-05	All the statutory and non-statutory committees have conducted their meetings as per

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the timeline.

- Composition and roles of committees.
- Updates on committee activities and achievements.
- Identification of new committees or restructuring of existing ones, if needed.
- Strategies to enhance committee contributions toward institutional goals.

Member have note the agenda.

IQ-03-06

- A National Level Hackathon, was organized.
- A Total of **420+** students have participated in **100+** teams. **38** Jury members from the **Industries** have judged the teams in various parameters.
- Total 137 Students from different universities of Pan India had participated.
- Students have worked **36 hours** continuously to solve the **39 Industrial Problems**.

Member have note the agenda.

The Member Secretary gave vote of thanks to all the members.

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Meeting Agenda& Notes

Cell Name	Internal Quality Assurance Cell				
Meeting No.	04				
Date	14/09/2024	**Time**	02:15 pm	A.Y.	2023-24
Venue	IQAC Board Room				

Agenda List

Agenda No.	Agenda
IQ-04-01	Welcome and Introductory Remarks
IQ-04-02	Academic audit of A.Y. 2023-24 (EVEN) term
IQ-04-03	Administrative audit of A.Y. 2023-24
IQ-04-04	Result & Feedback analysis A.Y. 2023-24 (EVEN) term
IQ-04-05	Committees
IQ-04-06	Placements
IQ-04-07	Any other agenda with the permission of chair

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Minutes of Meeting

Cell Name	Internal Quality Assurance Cell		
Meeting No.	04		
Date	14/09/2024	**Time**	02:15 pm to 03:30 pm
Venue	IQAC Board Room		

Minutes of Meeting

Agenda No.	Details
IQ-04-01	The Chairperson of the IQAC welcomed all members to the 4th meeting, emphasizing the significance of collective efforts in driving quality enhancement at Atmiya University. The Chairperson acknowledged the progress made since the last meeting, including the improved enrollment ratio and strengthened academic governance through the re-composition of the Board of Studies. Key areas of discussion were outlined, such as reviewing ongoing initiatives, addressing stakeholder feedback, strategizing for multidisciplinary learning and skill development, and aligning preparations for NAAC and NIRF assessments. The Chairperson encouraged active participation and collaborative efforts to advance the university's vision of academic and administrative excellence.
IQ-04-02	Academic audit of A.Y. 2023-24 (Even) term was carried out as follows: 1. Teaching-Learning Process Review • Average Teaching Load: Faculty maintained a balanced teaching load, averaging 20 hours per week, ensuring effective time allocation for lectures, practicals, and student engagement. • Course Files Completion Status: An impressive 94% completion rate was achieved, reflecting thorough preparation and documentation by the faculty. • Laboratory Manual Updates: All laboratory manuals were successfully updated, aligning with the latest curriculum requirements and industry standards. 2. Academic Performance • Overall Pass Percentage: The institution recorded a very good pass percentage, highlighting effective teaching practices and student performance. • Remedial Actions: Targeted support was provided for academically weak students through remedial classes, ensuring their understanding and improvement.

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- Bridge Courses: Bridge courses were conducted to address knowledge gaps and enhance student readiness for advanced subjects.

3. Faculty Development

- Total No. of Faculties have attended conferences/workshops: 324
- FDP attended: 325
- Seed Money: 8.2 Lakh

The remarks of Internal Auditors were received & the committee proposed action taken. External Audit is to be carried out on 19.09.2024.

IQ-04-03 Administrative audit of A.Y. 2023-24 was carried out as follows:

No. of Departments : 02

- Operational efficiency of administrative departments.
- Compliance with institutional policies and regulations.
- Effectiveness of communication channels among faculty, staff, and students.
- Recommendations for process improvements and future planning

The remarks of Internal Auditors were received & the committee proposed action taken. External Audit is to be carried out on 19.09.2024.

IQ-04-04 Result & Feedback analysis A.Y. 2023-24 (EVEN) term

Result Analysis

- Department-wise performance reviewed
- Areas requiring improvement identified
- Action plan for improving results discussed

Feedback Analysis

- Parent feedback reviewed
- Industry feedback incorporated in curriculum
- Alumni suggestions recorded for implementation

Members have analyze the data & submitted to higher statutory committee.

IQ-04-05 All the statutory and non-statutory committees have conducted their meetings as per the timeline.

- Composition and roles of committees.
- Updates on committee activities and achievements.
- Identification of new committees or restructuring of existing ones, if needed.
- Strategies to enhance committee contributions toward institutional goals.

Members have note the agenda.

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IQ-04-06 Placements

- Current placement statistics: 75% eligible students placed
- Average package: 6.2 LPA
- New companies approached: 25
- Upcoming placement drives scheduled
- Training programs planned for final year students

Members have note the agenda.

IQ-04-07 Additional Points Discussed

- Hackathon
- Green campus initiatives
- Student startup support system
- Faculty exchange programs
- International collaborations (One of the faculty members taken one complete course at Kathmandu University, Nepal)

Members have note the agenda.

IQ-04-08 The Member Secretary gave vote of thanks to all the members.

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