

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DETAILS OF THE MEETING

Ref No: RKU/IQAC/16/09/01

Date: 21.09.2016

To,
Members,
IQAC Cell,
RK University.

Respected Members of IQAC Cell,

I would like to invite you for the upcoming meeting of the IQAC Cell of RK University. I hope that you will be able to attend this meeting and help us in deliberating the matters mentioned in the agenda items.

Looking forward to meeting you for fruitful discussions.

Meeting Details:

Date : September 28, 2016, Wednesday

Time : 02:15 pm

Venue : Dewey, School of Engineering, RKU Rajkot

Agenda Items:

Agenda Item 1: Approval of the minutes of the previous meeting.

Agenda Item 2: To identify the Key area of Academics and Administrations

Agenda Item 3: To dissolve "NITIGRAM"

Agenda Item 4: To take initiatives to promote the research environment across university

Agenda Item 5: To take initiative to build international relations

Agenda Item 6: To discuss the action plan for academic administrations

Agenda Item 7: To increase the sources of renewable energies.

Agenda Item 8: To discuss the implementation of reservation policy

Agenda Item 9: To monitor the preparation for the Convocation Ceremony.

Agenda Item 10: Stakeholder Feedback.

Rg

Prof. (Dr.) Ranjit Goswami
Provost
RK University







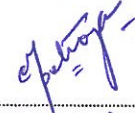
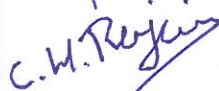

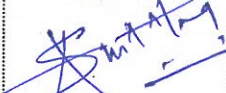


MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

ATTENDANCE SHEET

Ref No: RKU/IQAC/16/09/02

Date: 28.09.2016

Sr. No	Executive	Designation	Member Category	Signature
1	Prof. (Dr.) Ranjit Goswami	Provost, RK University	Chairperson	
2	Prof. (Dr.) Ajitkumar N. Shukla	Dean, Faculty of Technology	Member Secretary & Coordinator	
3	Mr. Mohit Patel	Vice President, RK University	Member	
4	Dr. Nikhil Gokhale	Associate Director, Faculty of Doctoral Studies and research	Member	
5	Dr. Ashish Tanna	Assistant Professor, School of Science	Member	
6	Dr. Amit Sharma	Deputy Director, School of Physiotherapy	Member	
7	Mr. Chetan Detroja	Assistant Professor, School of Pharmacy	Member	
8	Mr. Chintan Rajani	Assistant Professor, School of Management	Member	
9	CA Hitesh Popat	Finance Officer, RK University	Member	
10	Mr. Samir Atara	Assistant Professor, School of Pharmacy	Member	

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Date: 28.09.2016

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Time : 02:15 pm

Venue : Dewey, School of Engineering, RKU Rajkot

A Meeting of the IQAC was held in presence of the following Executives:

Sr. No	Executive	Designation	Member Category
1	Prof. (Dr.) Ranjit Goswami	Provost, RK University	Chairperson
2	Prof. (Dr.) Ajitkumar N. Shukla	Dean, Faculty of Technology	Member Secretary & Coordinator
3	Mr. Mohit Patel	Vice President, RK University	Member
4	Dr. Nikhil Gokhale	Associate Director, Faculty of Doctoral Studies and research	Member
5	Dr. Ashish Tanna	Assistant Professor, School of Science	Member
6	Dr. Amit Sharma	Deputy Director, School of Physiotherapy	Member
7	Mr. Chetan Detroja	Assistant Professor, School of Pharmacy	Member
8	Mr. Chintan Rajani	Assistant Professor, School of Management	Member
9	CA Hitesh Popat	Finance Officer, RK University	Member
10	Mr. Samir Atara	Assistant Professor, School of Pharmacy	Member

Agenda Item 1:

Approval of the minutes of the previous meeting.

Prof. (Dr.) Ranjit Goswami gave the confirmation of the minutes of the previous meeting held on 20 July 2016. The minutes of the meeting of 20 July 2016 were read and confirmed.

Agenda Item 2:

To identify the Key area of Academics and Administrations:

With Reference to agenda item 4 of the previous meeting held on 20 July 2016, herewith it was decided that the various initiatives carried out under "Project Northstar" should take under the umbrella of IQAC as the initiative was started as the Internal Quality Assurance System. It was also decided to cover the various initiatives under "Project Northstar" as follows

- i. Learning Systems Lab**
 - a. Outcome Based Education (OBE)
 - b. Center for English as Second Language
 - c. University Bridge Program
 - d. Professional Development in teaching and learning
 - e. New Faculty Orientation
 - f. Learning Experience Design
 - g. Lesson Planning Project
- ii. Center for Professional Development (CPD)**
 - a. Professional development in domain areas
- iii. Assessment Advisory Council (AAC)**
- iv. Academic and Operational Audit Services (ACOPAS)**
 - a. Classroom Observations
 - b. Infrastructure Audit
- v. Student Organization Advisory Council (SOAC)**

Agenda Item 3:

To dissolve "NITIGRAM"

It was also instructed that "NITIGRAM" should be dissolved in the IQAC as the objective behind the "NITIGRAM" was to monitor the health of various constituent schools and its departments:

Agenda Item 4: **To take initiatives to promote the research environment across the university**

It was discussed to organize an international conference to promote the research environment across the various discipline of the University together to explore multidisciplinary research. The responsibility for the same was given to Prof. Nikhil Gokhale, Associate Director, Faculty of Doctoral Studies and Research.

It was also decided to develop centralized bio research and characterization facility in school of science to boost the research in the field of pure science as well as might help to cater consultancy projects.

Agenda Item 5: **To take initiative to build international relations**

It was decided that the University should take initiative to build relations with international organizations and decided to establish the office of international affairs and the responsibility to handle the office should be given to Mr. Yash Chawla, Head, Public Relations, RK University.

Agenda Item 6: **To discuss an action plan for academic administrations**

Action plans for academic administration were discussed among the IQAC members and it was finalized to visit the various constituent schools and their departments.

Agenda Item 7: **To increase the sources of renewable energies.**

It was decided to implement the following initiatives to increase the use of renewable energies.

- i. To install solar panels on the roof of all the buildings of the university campus.
- ii. To install biogas plant to cater the need of hostel mess.
- iii. To replace lighting equipment with LED bulbs as well as AC motor fans with BLDC motor fans.

Agenda Item 8:

To discuss the implementation of the reservation policy

As per the instructions from the education department of Gujarat with letter no. UGY/1209/3496/part - 1 / kh, Dated: 8/09/2016, it was decided to take forward the agenda in the meeting of Governing Body with the recommendation for the implementation of the policy

Agenda Item 9:

To monitor the preparation for the Convocation Ceremony

Similar to our traditions, it was decided that the parents and preferred faculty members of students would be awarded Certificates and Gold Medals to the students. Great efforts were being taken by Mr. Denish Patel, Executive Vice President of the University, and Mr. Mohit Patel, Vice President of the University to make the Convocation Ceremony memorable for students.

The following numbers of Students would be received their certificates by dignitaries, their parents, and their faculty members.

Sr. No.	School	No. of eligible students
1	School of Engineering	799
2	School of Diploma studies	389
3	School of Management	79
4	School of Science	120
5	School of Computer Science	10
6	School of Pharmacy	28
7	School of Physiotherapy	82
8	Faculty of Doctoral Studies and Research	21
Total		1528

Agenda Item 10: Stakeholder Feedback.

Discussion carried out to take feedback from various stakeholders for the academic term 2016-2017 Odd Semester.

Rg

Prof. (Dr.) Ranjit Goswami
Provost
RK University



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ACTION TAKEN REPORT

Ref No: RKU/IQAC/16/09/02

Date: 28.09.2016

1. Approval of the minutes of the previous meeting sanctioned
2. Project "Project Northstar" should take under the umbrella of IQAC.
3. "NITIGRAM" should be dissolved in the IQAC.
4. Organize an international conference to promote the university's research environment.
5. International affairs office should be established and responsibility given to Mr. Yash Chawla Head, Public Relations, RK University.
6. Analysis of the collated feedback from different stakeholders is submitted for further process
7. Approval of biogas plant and solar panel installation on the rooftop in the university campus.
8. Implementation of reservation policy as per the guidelines of the education department of Gujarat.
9. Feedback need to be collected from various stakeholders.
10. The next IQAC meeting is scheduled on 25/01/2017.

Rg

Prof. (Dr.) Ranjit Goswami
Provost
RK University

