

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DETAILS OF THE MEETING

Ref No: RKU/IQAC/19/02/01

Date: 06.02.2019

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 : February 14, 2019, Thursday

Time : 02:15 pm

Venue : Plato, School Of Engineering, RK University, Rajkot

Agenda Items:

- | | |
|------------------------------|--|
| <u>Agenda Item 1:</u> | Approval of the minutes of the previous meeting. |
| <u>Agenda Item 2:</u> | Brief on Information Collection System |
| <u>Agenda Item 3:</u> | To assign different responsibilities to IQAC Member |
| <u>Agenda Item 4:</u> | Stakeholder Feedback Analysis: |



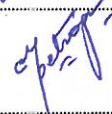
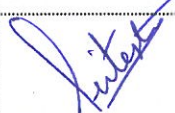

Dr. Samir Atara
Coordinator, IQAC
RK University



ATTENDANCE SHEET

Ref No: RKU/IQAC/19/02/02

Date: 14.02.2019

Sr. No	Executive	Designation	Member Category	Signature
1	Prof. (Dr.) T. R. Desai	Provost, RK University	Chairperson	
2	Mr. Mohit Patel	Vice President, RK University	Member	
3	Mr. Nirav Patel	Owner, Nirav Industries	Member	
4	Mr. Siddharth Patel	Alumni, RK University & Owner, Soham Food Products	Member	
5	Dr. Ashish Tanna	Assistant Professor, School of Science	Member	
6	Dr. Priyanshu Rathod	Director, School of Physiotherapy	Member	
7	Dr. Chetan Detroja	Controller of Examination, RK University	Member	
8	Dr. Chintan Rajani	Associate Professor, School of Management	Member	
9	CA Hitesh Popat	Finance Officer, RK University	Member	
10	Dr. Ketan Shah	Professor, School of Pharmacy, RK University	Member	
11	Dr. Reena Patel	Professor, School of Management, RK University	Member	

12	Mr. Bharat Asodariya	Assistant Professor, School of Engineering, RK University	Member	
13	Mr. Nitin Jaykumar	Lecturer, School of Diploma Studies, RK University	Member	
14	Dr. Samir Atara	Deputy Registrar, RK University	Member Secretary & Coordinator	

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Date: 14.02.2019

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Venue : Plato, School Of Engineering, RK University, Rajkot

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

Sr. No	Executive	Designation	Member Category
1	Prof. (Dr.) T. R. Desai	Provost, RK University	Chairperson
2	Mr. Mohit Patel	Vice President, RK University	Member
3	Mr. Nirav Patel	Owner, Nirav Industries	Member
4	Mr. Siddharth Patel	Alumni, RK University & Owner, Soham Food Products	Member
5	Dr. Ashish Tanna	Assistant Professor, School of Science	Member
6	Dr. Priyanshu Rathod	Director, School of Physiotherapy	Member
7	Dr. Chetan Detroja	Controller of Examination, RK University	Member
8	Dr. Chintan Rajani	Associate Professor, School of Management	Member
9	CA Hitesh Popat	Finance Officer, RK University	Member
10	Dr. Ketan Shah	Professor, School of Pharmacy, RK University	Member



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11	Dr. Reena Patel	Professor, School of Management, RK University	Member
12	Mr. Bharat Asodariya	Assistant Professor, School of Engineering, RK University	Member
13	Mr. Nitin Jaykumar	Lecturer, School of Diploma Studies, RK University	Member
14	Dr. Samir Atara	Deputy Registrar, RK University	Member Secretary & Coordinator

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

Dr. Samir Atara gave the confirmation of the minutes of the previous meeting held on 16 January 2019. The minutes of the meeting of 16 January 2019 were read and confirmed.

Agenda Item 2: Brief on Information Collection System

It was realised to have an Information Collection System through which the various activities carried out by various constituent schools and departments can be collected and managed properly. It was decided to collect the details as per the format given by NAAC as it covers exhaustive details of various domains. During the meeting, it was finalized to follow the google form and google spreadsheet as a mode of collection, and for that responsibilities were allotted to different members. list of collectible items and responsibilities in Annexure.

Agenda Item 4:

Stakeholder Feedback Analysis:

Discussion carried out for the feedback analysis from various stakeholders for the academic term 2018-2019 Odd Semester. Necessary action plan discussed for corrective measures based on the feedback.



Dr. Samir Atara
Coordinator, IQAC
RK University



MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Ref No: RKU/IQAC/19/02/02

Date: 14.02.2019

1. Approval of the minutes of the previous meeting sanctioned
2. It was decided to collect the details as per the format given by NAAC and for the same purpose, various duties assign to IQAC members, list of duties and assigned members is attached in Annexure.
3. Analysis for the collated feedback from different stakeholders are submitted for further process
4. Next IQAC meeting is scheduled on 12/04/2019.


Dr. Samir Atara
Coordinator, IQAC
RK University



Annexure

Informations collected through google form

Criterion	Description	Responsibility to IQAC member	Responsibility to Dept.
2.7	Student Satisfaction Survey	Dr. Samir Atara	IQAC
1.4.1 & 1.4.2	Structured feedback received from 1) Students, 2) Teachers, 3) Employers, 4) Alumni 5) Parents	Dr. Ketan Shah	Students / Teachers - School, Employer - TPO, Alumni - Alumni Committee
2.4.4 & 3.4.2	Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years & The institution provides incentives to teachers who receive state, national and international recognition/awards	Dr. Samir Atara	HR Dept
3.1.3	Number of teachers awarded international fellowship for advanced studies/ research during the last five years (3)	Dr. Raashid Saiyed	FDSR
3.2.1, 3.2.2 & 3.2.3	Grants for research projects	Dr. Raashid Saiyed	FDSR
3.3.2	Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years	Dr. Raashid Saiyed	CPD
3.3.3	Number of awards for innovation won by institution/teachers/research scholars/students during the last five years	Dr. Chintan Rajani	CDC
3.4.3	Number of Patents published/awarded during the last five years	Dr. Raashid Saiyed	FDSR
3.4.5	Number of research papers per teacher in the Journals notified on UGC website during the last five years	Dr. Raashid Saiyed	FDSR
3.4.6	Number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings per teacher during the last five years	Dr. Raashid Saiyed	FDSR



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3.5.2	Revenue generated from consultancy during the last five years (INR in Lakhs)	Dr. Chintan Rajani	CDC & CPD
3.5.3	Revenue generated from corporate training by the institution during the last five years (INR in Lakhs)	Dr. Chintan Rajani	CDC & CPD
3.6.3	Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years	Dr. Reena Patel	SOAC
3.6.2	Number of awards and recognition received for extension activities from Government /recognised bodies during the last five years	Dr. Reena Patel	SOAC
3.6.4	Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last	Dr. Reena Patel	SOAC
4.2.7	E-content is developed by teachers : 1. For e-PG-Pathshala 2. For CEC (Under Graduate) 3. For SWAYAM 4. For other MOOCs platform 5. For NPTEL/NMEICT/any other Government initiatives 6. For institutional LMS	Dr. Ashish Tanna	Library Committee
5.2.2	Percentage of student progression to higher education (previous graduating batch)	Dr. Chintan Rajani	Alumni Committee
5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) during the last five years	Dr. Reena Patel	SOAC
5.3.3	Average number of sports and cultural activities / competitions organised at the institution level per year	Dr. Reena Patel	SOAC
5.4.4 (NIRF)	Numbers of students has incubated thier company (Entrepreneurship) (previous graduating batch)	Dr. Chintan Rajani	Alumni Committee
6.3.2	Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years	Dr. Samir Atara	HR Dept



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6.3.3	Average number of professional development / administrative training programs organized by the University for teaching and non teaching staff during the last five years	Dr. Samir Atara	CPD
6.3.4	Average percentage of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs during the last five years	Dr. Samir Atara	HR Dept
7.1.1	Number of gender equity promotion programs organized by the institution during the last five years	Dr. Reena Patel	SOAC
7.1.10 & 7.1.11	Number of specific initiatives to address locational advantages and disadvantages during the last five years & to local community during the last five years	Dr. Reena Patel	SOAC
7.1.14	The institution plans and organizes appropriate activities to increase consciousness about national identities, and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations (Yes/No)	Dr. Reena Patel	SOAC
7.1.17	Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years Provide year-wise list of activities and upload videos/photographs	Dr. Reena Patel	SOAC

Informations collected through google spreadsheet

Criterion	Description	Responsibility to IQAC member	Responsibility to Dept.
1.1.2	Percentage of programmes where syllabus revision was carried out during the last five years	Dr. Chetan Detroja	Exam Cell
1.1.3	Number of courses having focus on employability/entrepreneurship/ skill development year wise during the last five years	Dr. Chetan Detroja	Exam Cell
1.2.1	How many new courses were introduced within the last five years	Dr. Chetan Detroja	Exam Cell



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1.2.2	Number of Programmes in which CBCS/ Elective course system implemented.	Dr. Chetan Detroja	Exam Cell
1.3.2 & 1.3.3	Average percentage of students enrolled in the courses under 1.3.2 (5)	Dr. Chetan Detroja	Exam Cell
1.3.4	Percentage of students undertaking field projects / internships (Current Year data)	Dr. Chetan Detroja	Exam Cell
2.1.1	Average percentage of students from other States and Countries during the last five years	Dr. Samir Atara	Admission Cell
2.1.2	Demand Ratio (Average of Last five years)	Dr. Samir Atara	Admission Cell
2.1.3	Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years	Dr. Samir Atara	Admission Cell
2.2.3	Percentage of differently abled students (Divyangjan) on rolls	Dr. Samir Atara	Admission Cell
2.3.2	Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), e-learning resources etc.	Dr. Samir Atara	HR Dept
2.4.1 & 2.4.3	Average percentage of full time teachers against sanctioned posts during the last year & Teaching experience of full time teachers in number of years	Dr. Samir Atara	HR Dept
2.4.2	Average percentage of full time teachers with Ph.D. during the last years	Dr. Samir Atara	HR Dept
2.4.5	Average percentage of full time teachers from other States against sanctioned posts during the last five years	Dr. Samir Atara	HR Dept
2.5.1	Average number of days from the date of last semester-end/ year- end examination till the declaration of results during the last five years	Dr. Chetan Detroja	Exam Cell
2.5.5	Status of automation of Examination division along with approved Examination Manual:	Dr. Chetan Detroja	Exam Cell
2.6.3	Average pass percentage of students (current year data)	Dr. Chetan Detroja	Exam Cell
3.1.2	The institution provides seed money to its teachers for research (average per year) (INR in Lakhs) (4)	Dr. Raashid Saiyed	FDSR



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3.1.4	Number of JRFs, SRFs, Post Doctoral Fellows, Research Associates and other research fellows in the University enrolled during the last five years	Dr. Raashid Saiyed	FDSR
3.1.6	Percentage of departments with UGC-SAP, CAS, DST-FIST, DBT, ICSSR and other similar recognitions by government agency (Current Year Data)	Dr. Raashid Saiyed	FDSR
3.3.4	Number of start-ups incubated on campus during the last five years	Dr. Chintan Rajani	KSPCE
3.4.4	Number of Ph.D.s awarded per teacher during the last five years	Dr. Raashid Saiyed	FDSR
3.7.1	Number of Collaborative activities for research, faculty exchange, student exchange per year	Dr. Raashid Saiyed	FDSR
3.7.2	Number of linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the last five years	Dr. Chintan Rajani	CDC
3.7.3	Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)	Dr. Chintan Rajani	CDC
4.1.3	Percentage of classrooms and seminar halls with ICT - enabled facilities such as smart class, LMS, etc. (current year data)	Dr. Kamlesh Patel	ITS
4.2.3	Does the institution have the following: 1. e - journals 2. e-ShodhSindhu 3. Shodhganga membership 4. e-books 5. Databases	Dr. Ashish Tanna	Library Committee
4.2.4	Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)	Dr. Ashish Tanna	Library Committee
4.3.4	Facilities for e-content development such as Media centre, Recording facility, Lecture Capturing System (LCS)	Dr. Ashish Tanna	Library Committee
4.4.1	Average expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years (INR in lakhs)	CA Hitesh Popat	Account Dept



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5.1.1 & 5.1.2	Average percentage of students benefited by scholarships and freeships by Govt & other than Govt.	CA Hitesh Popat	Scholarship Dept
5.1.3	Number of capability enhancement and development schemes	Dr. Chintan Rajani	CDC
5.1.4	Average percentage of students benefited by guidance for competitive examinations and career counselling offered by the institution during the last five years	Dr. Chintan Rajani	CDC
5.1.6	The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases (yes/No)	Dr. Samir Atara	GRS / ARC / ICC / Registrar Office
5.2.1	Average percentage of placement of outgoing students during the last five years	Dr. Chintan Rajani	CDC
5.2.1.1 (NIRF)	Number of companies did placement of outgoing students	Dr. Chintan Rajani	CDC
5.2.3	Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) during the last five years	Dr. Chintan Rajani	CDC
5.4.2	Alumni contribution during the last five years (INR in Lakhs)	Dr. Kamlesh Patel	Alumni Committee
5.4.3	Number of Alumni Association /Chapters meetings held during the last five years	Dr. Kamlesh Patel	Alumni Committee
6.2.3	Implementation of e-governance in areas of operation 1. Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5. Examination	Dr. Kamlesh Patel	Registrar Office
6.4.2	Funds / Grants received from non-government bodies, individuals, philanthropers during the last five years (not covered in Criterion III) (INR in Lakhs)	CA Hitesh Popat	Account Dept
6.5.3	Average number of quality initiatives by IQAC per year for promoting quality culture	Dr. Samir Atara	IQAC

6.5.4	Quality assurance initiatives of the institution include: 1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements 2. Academic Administrative Audit (AAA) and initiation of follow up action 3. Participation in NIRF 4. ISO Certification 5. NBA or any other quality audit	Dr. Samir Atara	IQAC
7.1.3	Alternate Energy initiatives such as: Percentage of annual power requirement of the Institution met by the renewable energy sources (current year Data)	Mr. Bharat Asodariya	Estate
7.1.4	Percentage of Annual lighting power requirements met through LED bulbs (current year data)	Mr. Bharat Asodariya	Estate
7.1.8	Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years (INR in lakhs)	Mr. Bharat Asodariya	Estate
7.1.9	Resources available in the institution 1) Physical facilities 2) Provision for lift Lift 3) Ramp / Rails 4) Braille Software/facilities 5) Rest Rooms designated 6) Scribes for examination 7) Special skill development for differently abled students 8) Any other similar facility (Specify)	Mr. Bharat Asodariya	Estate
7.1.15	The institution offers a course on Human Values and professional ethics (Yes/No)	Dr. Chetan Detroja	Respective School will update and monitored by Exam Cell
7.1.16	The institutional functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions (Yes/No)	Dr. Samir Atara	Registrar Office