

**MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DETAILS OF THE MEETING**

Ref No: RKU/IQAC/18/12/02

Date: 28.12.2018

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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 : January 16, 2019, Wednesday

Time : 02:15 pm

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

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**Agenda Items:**

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| <b><u>Agenda Item 1:</u></b> | <b>Approval of the minutes of the previous meeting.</b>   |
| <b><u>Agenda Item 2:</u></b> | <b>To welcome new members and brief them on role and responsibilities of IQAC and its members</b>   |
| <b><u>Agenda Item 3:</u></b> | <b>To give an update on current status of 1st Cycle - Accreditation of NAAC</b>                     |
| <b><u>Agenda Item 4:</u></b> | <b>To brief mandatory requirement of NAAC for submission of Annual Quality Assurance Report and</b> |

**Agenda Item 5:**

To monitor the administrative load of teaching and non-teaching staff and take corrective measures to reduce it.



Dr. Samir Atara  
Coordinator, IQAC  
RK University


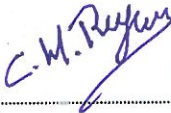



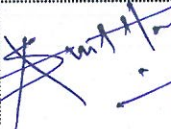


**MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**ATTENDANCE SHEET**

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

Date: 16.01.2019

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	Dr. Ashish Tanna	Associate Professor, School of Science	Member	
4	Dr. Amit Sharma	Deputy Director, School of Physiotherapy	Member	
5	Dr. Chetan Detroja	Associate Professor, School of Pharmacy	Member	
6	Dr. Chintan Rajani	Associate Professor, School of Management	Member	
7	CA Hitesh Popat	Finance Officer, RK University	Member	
8	Mr. Siddharth Patel	Partner, Soham Agro Foods	Alumni	
9	Mr. Nirav Patel	Director, Nirav Precision Pvt.Ltd	Industrialist	
10	Dr. Samir Atara	Associate Professor, School of Pharmacy	Member Secretary & Coordinator	

**MEETING OF THE INTERNAL QUALITY ASSURANCE CELL**

**DETAILS OF THE MEETING**

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

Date: 16.01.2019

**Date : January 16, 2019, Wednesday**

**Time : 02:15 pm**

**Venue : Plato, School Of Engineering, RK Universit, 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	Dr. Ashish Tanna	Associate Professor, School of Science	Member
4	Dr. Amit Sharma	Deputy Director, School of Physiotherapy	Member
5	Dr. Chetan Detroja	Associate Professor, School of Pharmacy	Member
6	Dr. Chintan Rajani	Associate Professor, School of Management	Member
7	CA Hitesh Popat	Finance Officer, RK University	Member
8	Mr. Siddharth Patel	Partner, Soham Agro Foods	Alumni
9	Mr. Nirav Patel	Director, Nirav Precision Pvt.Ltd	Industrialist

10	Dr. Samir Atara	Associate Professor, School of Pharmacy	Member Secretary & Coordinator
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**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 25 August 2018. The minutes of the meeting of 25 August 2018 were read and confirmed.

It was decided to include school wise members in IQAC to smoothen the process and improve the monitoring for quality initiatives.

**Agenda Item 2:**

**To welcome new members and brief them on role and responsibilities of IQAC and its members**

The brief details on the role and responsibility of IQAC was discussed and also assigned them their duties.

**Agenda Item 3:**

**To give an update on current status of 1st Cycle - Accreditation of NAAC**

Detailed analysis of NAAC 1st Cycle was represented and identified the targeted segment where we could not performed well. It was also decided to make an action plan to improve in these segments, especially in research.

**Agenda Item 4:**


**To brief mandatory requirement of NAAC for submission of Annual Quality Assurance Report and develop a system for data management.**

It was instructed to all the members about the mandatory requirement of submission of AQAR report. It was also discussed the requirement of information collection system to gather all the informations and accordingly work was distributed.

**Agenda Item 5:**

**To monitor the administrative load of teaching and non - teaching staff and take corrective measures to reduce it.**

It was observed that teaching staff having administrative and academic load, during the preparation to face the NAAC accreditation. It was decided to take corrective measures to reduce such administrative load of teaching staff. Some of the suggestions are discussed and decided to form various University level Committees to look after academic administrations.

  
Dr. Samir Atara  
Coordinator, IQAC  
RK University



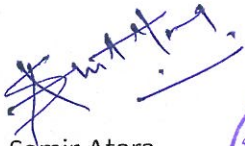
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**ACTION TAKEN REPORT**

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

Date: 16.01.2019

1. Approval of the minutes of the previous meeting sanctioned
2. It was decided to add school wise members in IQAC to smoothen the process and improve the monitoring for quality initiatives.
3. It was also decided to make an action plan to improve in segments where we could not performed well, especially in research.
4. It was also discussed the requirement of information collection system to gather all the informations and accordingly work was distributed.
5. It was decided to take corrective measures to reduce administrative load of teaching staff.
6. Next IQAC meeting is scheduled on 14/02/2019

  
Dr. Samir Atara  
Coordinator, IQAC  
RK University

