

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DETAILS OF THE MEETING

Ref No: RKU/IQAC/19/04/02

Date: 05.04.2019

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 : April 12, 2019, Friday

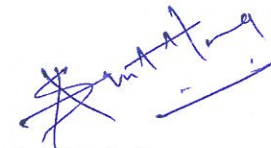
Time : 02:15 pm

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> | Review the process for the meeting of the Board of studies of schools. |
| <u>Agenda Item 3:</u> | Review the modification on Information Collection System. |
| <u>Agenda Item 4:</u> | AQAR data submission to NAAC for academic year 2018-19. |

- Agenda Item 5:** Organize workshop to sensitise the NAAC accreditation process and importance to other institutes of the surrounding region.
- Agenda Item 6:** Proposed and review the Professional Development Framework.
- Agenda Item 7:** Proposed update in API form.
- Agenda Item 8:** Organize NEET - 2019 examination at our Campus.



Dr. Samir Atara
Coordinator, IQAC
RK University



MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

ATTENDANCE SHEET

Ref No: RKU/IQAC/19/04/03

Date: 12.04.2019

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	



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13	Mr. Nitin Jaykumar	Lecturer, School of Diploma Studies, RK University	Member	
14	Dr. Samir Atara	Deputy Registrar, RK University	Member Secretary & Coordinator	

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DETAILS OF THE MEETING

Ref No: RKU/IQAC/19/04/03

Date: 12.04.2019

Date : April 12, 2019, Friday

Time : 02:15 pm

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

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 14 February 2019. The minutes of the meeting of 14 February 2019 were read and confirmed.

Agenda Item 2:

Review the process for the meeting of the Board of studies of schools.

It was decided to have Board of Studies of each School. School can also arrange meetings of the Board of Studies based on their departments.

Agenda Item 3:

Review the modification on Information Collection System InIt Some improvements are suggested in the present Information Collection System and accordingly the corrective actions were discussed and communicated.

Agenda Item 4:

AQAR data submission to NAAC for academic year 2018-19

As on completion of 1 year of accreditation, we have to submit the AQAR for academic year 2018-19. Although we have developed the Information Collection system, but with that it was also decided to collect the school wise details in DVV to validate the Information Collection System and responsibility to monitor the proper submission at school level is given to respective representative of School as IQAC member.

Agenda Item 5: Organize workshop to sensitise the NAAC accreditation process and importance to other institutes of the surrounding region.

It was decided to organize two days workshop to aware quality importance in academics to our faculty members and also to other faculty members of nearby institutes.

Agenda Item 6: Proposed and review the Professional Development Framework

It was proposed to provide a guideline to attend seminars / workshops / STTP / FDP etc to faculty members, so that they can properly focus on various categories of such programs. All the members have given their suggestions and approved with minor modifications.

Agenda Item 7: Proposed update in API form

It was suggested to update the API form in line of the vision of our University. 1st draft of updated API form was presented based on the clear indication of Goal, which can be measurable. All the members gave their positive view and approve the updated API form and suggested to apply from this year, however, it is not appropriate to introduce the form at the end of the academic year. With considering that to fix the next year Goal, it is important to go through the updated API form this year.

Agenda Item 8: Organize NEET - 2019 examination at our Campus

A proposal from NTA (National Testing Agency) was received to host NEET - 2019 examination in the month of May. It was decided to accept the proposal and offer our facility to such an important national examination.


Dr. Samir Atara
Coordinator, IQAC
RK University



MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Ref No: RKU/IQAC/19/04/03

Date: 12.04.2019

1. Approval of the minutes of the previous meeting sanctioned
2. It was decided to have Board of Studies of each School. School can also arrange meetings of the Board of Studies based on their departments.
3. It was decided to collect the school wise details in DVV to validate the Information collection system and responsibility to monitor proper submission at school level is given to respective representative of School as IQAC member.
4. It was decided to organize two days workshop to aware quality importance in academics to our faculty members
5. It was proposed to provide a guideline to attend seminars / workshops / STTP / FDP etc to faculty members.
6. It was suggested to update the API form in line of the vision of our University. 1st draft of updated API form was presented based on the clear indication of Goal, which can be measurable.
7. A proposal from NTA (National Testing Agency) was received to host NEET - 2019 examination in the month of May. It was decided to accept the proposal and offer our facility to such an important national examination.
8. Next IQAC meeting is scheduled on 22/06/2019.



Dr. Samir Atara
Coordinator, IQAC
RK University

