

MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

DETAILS OF THE MEETING

Ref No: RKU/IQAC/19/07/03

Date: 29.07.2019

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 : August 05, 2019, Monday

Time : 02:15 pm

Venue : PIAGET, School Of Engineering, RK University Campus, Rajkot

Agenda Items:

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| <u>Agenda Item 1:</u> | Approval of the minutes of the previous meeting. |
| <u>Agenda Item 2:</u> | NAAC Data Collection System. |
| <u>Agenda Item 3:</u> | AQAR-2018/19 submission deadline. |
| <u>Agenda Item 4:</u> | BOS Update. |
| <u>Agenda Item 5:</u> | API form and PD framework. |

Agenda Item 6: Staff ERP



Dr. Samir Atara
IQAC - Coordinator
RK University



MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

ATTENDANCE SHEET

Ref No: RKU/IQAC/19/08/05

Date: 05.08.2019

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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DETAILS OF THE MEETING

Ref No: RKU/IQAC/19/08/05

Date: 05.08.2019

Date : August 05, 2019, Monday

Time : 02:15 pm

Venue : PIAGET, School Of Engineering, RK University Campus, 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 22 June 2019. The minutes of the meeting of 22 June 2019 were read and confirmed.

Agenda Item 2: NAAC Data Collection System.

Students or Faculties details are to be submitted in Google Forms and Departmental details are to be submitted in spreadsheets. As discussed in the previous meeting, combining all forms of various data points in a single form is ready and presented to everyone. PHD scholars are doing their research under full time faculty of RK University so the concerned guide should take initiative to submit the details. School level ULRC members shall also look after this matter.

It was decided to increase the usage of data collection systems and motivate faculty to submit all relevant details to appropriate forms and for this reason all forms and response sheets are shared with all IQAC members and Directors to sensitize the requirements.

Appointed two persons to facilitate faculties for filing of these forms:
Mayur Visani will look after STTP / Achievements / Research Achievements,

Few details which are necessary for TPO and alumni association should be collected via Google form for this year's pass out batch prior to convocation. Responsibility for the same is given to TPO who will take consent from Alumni coordinator and COE and submit it to IQAC cell on or before 20th Aug-2019.

Dushyant Joshi will look after CPD and SOAC.

Planning to apply for NAAC Reassessment which is possible after the Month of November-2019. (NAAC has a provision to apply for Reassessment and window is after 1st year and before 3rd year)

The targeted areas which need to be improved in upcoming time have been discussed.

Agenda Item 3:

AQAR-2018/19 submission deadline.

Deadline to submit data will be 31st August-2019. Duration of AQAR report is 1st July-2018 to 30th June-2019.

Agenda Item 4:

BOS Update.

All the members agreed on the structure suggested by the academic council for BOS.

Agenda Item 5:

API form and PD framework:

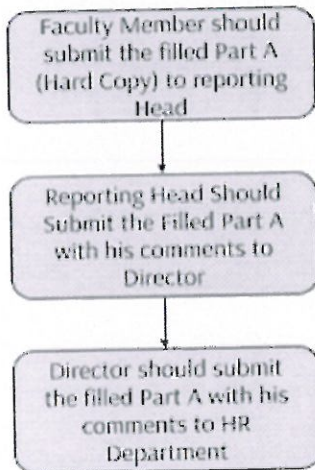
All the members agreed with the updated structure of API form and it was decided to introduce updated API to all the faculty members and for that first session of presentation has been planned during 2:15 pm to 3:15 pm. for SOP and SPT faculties (in the group of 40 people) on 8th August 2019. Remaining schools will be scheduled after this.

Process to submit API forms:

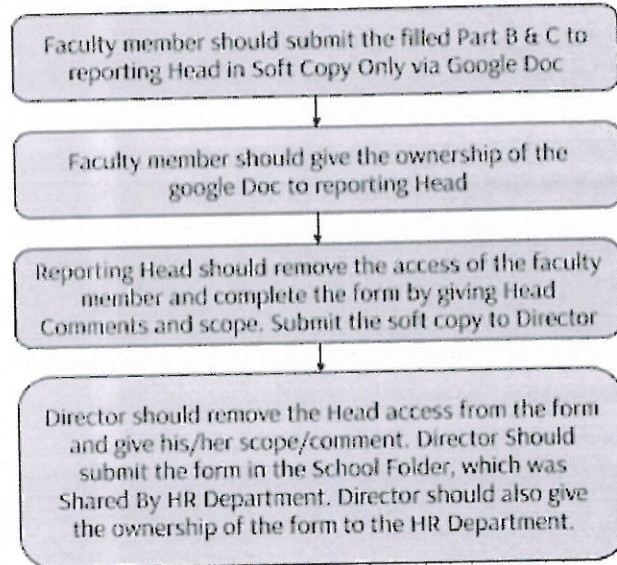
API Form is in three parts Part-A is in hardcopy, Part-B and Part-C is in soft Copy.

Steps are as following:

Part A
Basic Details & Summary



Part B & C
Category 1, 2 & 3



Agenda Item 6:

Staff ERP.

It is a basic requirement of the organization that all the staff is punctual and applying leave, late punch or miss punch timely in iERP.



Dr. Samir Atara
IQAC - Coordinator
RK University



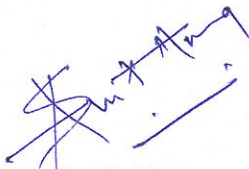
MEETING OF THE INTERNAL QUALITY ASSURANCE CELL

ACTION TAKEN REPORT

Ref No: RKU/IQAC/19/08/05

Date: 05.08.2019

1. Approval of the minutes of the previous meeting sanctioned
2. Appointment of two persons to facilitate faculties for filing of these forms:
 1. Mayur Visani will look after STTP / Achievements / Research Achievements,
 2. Dushyant Joshi will look after CPD and SOAC.
3. Information related to TPO and alumni association should be collected via Google form for this year's pass out batch prior to convocation. Responsibility for the same is given to TPO
4. Planning to apply for NAAC Reassessment which is possible after the Month of November-2019.
5. Deadline to submit data will be 31st August-2019. Duration of AQAR report is 1st July-2018 to 30th June-2019.
6. All the members agreed on the structure suggested by the academic council for BOS.
7. All the members agreed with the updated structure of API form and it was decided to introduce updated API
8. It is a basic requirement of the organization that all the staff is punctual and applying leave, late punch or miss punch timely in iERP.
9. Next IQAC meeting is scheduled on 02/12/2019



Dr. Samir Atara
IQAC - Coordinator
RK University

