Minutes of IQAC Meeting
Tuesday, 29 December 2020
Online Meeting (WebEx)

AGENDA ITEMS:
The following were the agenda items:

1. Approval of today's meeting's agenda items [Procedural]
2. Approval of Jan 2020 minutes of meeting [Procedural]
3. Action Taken Report of Jan 2020 meeting
4. Institute Feedback System of structured inputs from the stakeholders
    - I.   Discussion on BTech 2016-20 Batch Exit Feedback (June 2020)
    - II.   Reporting of Students Survey 2020
5. Proposal on Institute Students Grievance Redressal Cell
6. Discussion on Internal Quality Assurance System
7. Status of AQAR
    - I.   2018-19 (period 1 July 2018 – 31 July 2019)
    - II.   2019-20 (period 1 Aug 2019 – 31 July 2020)
8. New IQAC Committee Formation
9. Any other

1a. Welcome & Roll Call
The meeting commenced at 3:10 PM.

Committee Members (in attendance)
1. Dr. K.S. Dasgupta (Chairman IQAC)
2. Anil Roy (Director IQAC)
3. Soman Nair (Executive Registrar)
4. Binita Desai (Chairperson, Gender Cell)
5. Suman Mitra (outgoing Dean (AP))
6. Manjunath V Joshi (Dean (R&D))
7. Ranendu Ghosh (Dean (Students))
8. Maniklal Das (incoming Dean (AP))
9. Ahlad Kumar (faculty)
10. Sanjay Srivastava (faculty)
11. V Sunitha (faculty)
12. Aditya Tatu (faculty)
13. Sanjeev Gupta (Past Dean (R&D))
14. Anmol Dixit (201701038, Convener, SBG)
15. Parita Patel (201801193, UG student)
16. Riddhi Tanna (201801427, UG student)
17. Pararth Dave (202018016, PG student)
18. Amit Kumar Shah (200101049, Alumnus)
19. Nilesh Ranpura (eINFOCHIPS-Arrow company)
20. Mr. Giridharan Surendran (FactSet Systems, Hyderabad)

Committee Members (absent)
1. Mr. Suresh Rangachar (Management Representative)
2. Dr. Jayanthi Ravi (Sarjan Foundation NGO)
3. Mr. Paul Cherian (Morgan Stanley, Bengaluru)
4. Hima Patel (200411001, Alumnus)

Welcome (Chairman IQAC)
Prof. Dasgupta welcomed all and started the meeting with his opening remarks.
Then he handed over to Anil Roy for further proceeding of the meeting.

1. Approval of today's meeting's agenda items [Procedural] (Agenda Item #1)
Approved.

2. Approval of Jan 2020 minutes of meeting [Procedural] (Agenda Item #2)
- Date of Meeting: 10 Jan 2020
- Minutes of Meeting sent to all: 20 Jan2020

Approved.

3. Action Taken Report of Jan 2020 meeting (Agenda Item #3)
- 6 actionable items were minuted belonging to 4 agenda items.

i) Agenda #1: IQAR 2017-18 (period 1 July 2017 – 30 June 2018)
    Action to be taken: IQAC Director will send a mail to all custodians of the above missing data.
    Responsibility: IQAC Director
    Action Status: Action was taken on 10 Jan 2020.
CLOSED.

ii) Agenda #2: Academic Audit 2019
    Action to be taken: BTech Curriculum Review Committee to be constituted.
    Responsibility: Dean (AP)
    Action Status: Notification of BTCRC 2020 was announced on 12 Feb 2020.
CLOSED.

iii) Agenda #2: Academic Audit 2019
    Action to be taken: Mechanism to record the grading policy of each instructor.
    Responsibility: Dean (AP)
    Action Status:
    At the beginning of the semester the Dean (AP) sends out an office order to all instructors to submit their course file with the note to include the grading policy in it.
CLOSED.

iv) Agenda #3: Discussion on Students Exit Feedback
    Responsibility: Dean-AP, Dean-Students, UGC Convenor, PGC Convenor and Registrar

Action Status: Due to the extraordinary situation caused by the pandemic and total lockdown for several months, the focus of administration was shifted to deliver everything online with limited or no support available. Hence action on this observation could not be initiated. However, the Registrar promised that now a team could be formed to understand the gaps followed by the promising actions.

REMAINED OPEN.

v) Agenda #3: Discussion on Students Exit Feedback
Action to be taken: Employers Feedback to be collected and the analysis be made available to IQAC.
Responsibility: Placement Manager
Action Status: The placement cell confirmed that employers' feedback is duly collected. Also as a matter of process it will be collected and shared with UGC/PGC on annual basis. The current feedback was sent to the BTCRC for its consideration.

CLOSED.

vi) Agenda #6: Grievance Redressal System of the Institute
Action to be taken: It was decided that Dean (AP) and IQAC Director will submit a process on how to make GRS effective.
Responsibility: Dean (AP) and IQAC Director
Action Status: same as point # iv).

REMAINED OPEN.

The Director gave 3 months time for these to be actioned upon and closed satisfactorily. All present agreed to this timeline.

4. **Institute Feedback System of structured inputs from the stakeholders**
   i. Discussion on BTech 2016-20 Batch Exit Feedback (June 2020)
   ii. Reporting of Students Survey 2020

   Director-IQAC presented the feedback's analysis to the committee which was appreciated by all. Like Exit Feedback it also had some low points where needful actions should be identified and to be taken and there were some areas which students rated quite high such as Resource centre, Campus placement and Overall satisfaction.

   The Director asked the Dean (AP), Dean (Students) and the Executive Registrar to form a committee to study these points and to submit its report within three months.

Actionable item: The committee comprising of at least Dean (AP), Dean (Students) and the Executive Registrar should submit its report to the Director within 3 months.
Responsibility: Dean (AP), Dean (Students) and the Executive Registrar

5: Proposal on Institute Students Grievance Redressal Cell
As it is mentioned in point # 3. vi), many important action items could not be taken up under COVID-19 situation. This was one of them. The Director asked the Dean (AP) to study the existing GRC process

carefully and submit his report within three months time. The outgoing Dean (AP) brought it to the notice of all that this time he announced and explained the grievance redressal system during the Orientation of all fresh batches. This is one major positive step taken by his office.

6: Discussion on Internal Quality Assurance System
Director-IQAC informed all the members that the Section 7 of NAAC IQAR: "Internal Quality Assurance System" requires:

    # 7.1 Quality initiatives by IQAC during the year for promoting quality culture

- It asks for Quality Assurance initiatives of the institution and
- Quality Enhancement steps taken during the Academic year to be reported.

We need to show continuous improvements in our operational processes. To achieve this work culture of continuous improvements in our processes, he proposed that all internal committees and process owners should understand their respective role and contribute accordingly.

7: Status of AQAR

- AQAR 2018-19 (period 1 July 2018 – 31 July 2019)
- AQAR 2018-19 (period 1 Aug 2019 – 31 July 2020)

Discussion: It is said all data owners that the undue delay was due to the unprecedented pandemic situation and fear associated with that. Several cases of COVID-19 infections of staff and their family members and an unfortunate death of a faculty colleague resulted into almost no-work other than teaching and some unavoidable operations.

The Director requested all data owners, i.e., Dean (AP), Dean (R&D), Dean (Students) and Registrar, to collect and provide data on priority basis within two months.

Actionable item: All data will be made available by March 2021.
Responsibility: Dean (AP), Dean (R&D), Dean (Students) and Executive Registrar

8. New IQAC Formation
Director-IQAC welcomed the newly approved IQAC.

- Following are the new comers:
    - Among the senior faculty – Prof. Manjunath V Joshi as the Dean (R&D), Prof. Aditya Tatu as the PGC Convenor, Prof. Ahlad Kumar as the Placement Committee Convenor.
    - Among the student representatives – Anmol Dixit (201701038) as the SBG Convenor, Parita Patel (201801193) and Riddhi Tanna (201801427) as UG students and Pararth Dave (202018016) MSc (Data Science) as PG student Rep.
    - We have also included Hima Patel (200411001) as another Alumni Rep.
    - Ms. Namrata Somani, Centre Head, TCS Gandhinagar will be included in the IQAC once we receive her consent.

- The names of two members were discussed who unfortunately could not attend last few meetings of IQAC.

- Dr. Jayanthi Ravi, the Board Member of an NGO "Sarjan Foundation" has been the member of IQAC as a local body representative. The Director said that she is also a senior IAS officer of Gujarat Govt., holding the position of the Principal Secretary, Health. Therefore she has not been able to attend our meetings. Her name is agreed to be removed from the IQAC.
- It was mentioned by the Registrar that Mr. Rangachar was no longer with ADA group and hence a new member from Management to be invited on IQAC. The Director told that he would confirm the name of the new person who would represent Management on IQAC.

IQAC thanked the following five outgoing members for their contributions and services:
- Prof. Suman Mitra,
- Prof. Sanjeev Gupta,
- Yash Shah (201601140, Convener, SBG),
- Ishita Jain (201601045) and
- Shivani Thakkar (201812040).

The new IQAC was approved by the committee.

Actionable item:
The newly approved IQAC 2021-22 should be posted on the Institute Website
Responsibility:
IQAC Director

Adjournment
Meeting concluded at 4:45 PM.

MoM Prepared by – Dr. Anil K. Roy, Director-IQAC
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