

**Minutes of Third Quarterly IQAC Meeting**

**Meeting Date: Date: 26-08-2022; Place : VCO**

**Minutes Submission Date: 29-08-2022**

**3<sup>rd</sup> Meeting of IQAC, IITE was held in VC Conference Room.**

**Following Members present in the meeting physically:**

1. Dr. Harshad Patel, Chair Person, IQAC
2. Dr. Divya Sharma, Head, IQAC
3. Dr. Kalpesh Pathak, Member, IQAC
4. Dr. Madhusudan Makwana, Member, IQAC
5. Dr. Kunjan Shah, Member, IQAC

**Following members joined the meeting online**

1. Dr. Bharat Joshi, Member, IQAC (Jointed Online through Google Meet)

The meeting started with the welcome of the members by the Head, IQAC. After this the meeting agenda were presented and discussed. Following discussion and resolution were made during the second meeting:

**Agenda 1 :** Approval of minutes of 2<sup>nd</sup> IQAC Meeting held on 7 May 2022.

**Resolution 1:** The minutes of the 2<sup>nd</sup> IQAC Meeting held on 7<sup>th</sup> May 2022 were approved.

**Agenda 2 :** Presentation and discussion of Action Taken Report of 2<sup>nd</sup> Meeting of IQAC

**Resolution 2:** The cell members took note of the action taken report. The committee appreciated the academic reforms initiated for teaching learning process, achievement, research and publication, evaluation and feedback.

**Agenda 3:** NAAC Peer Team visited IITE from 12-14 July 2022; the matter is put before IQAC for information. Further, the air ticket of the Chairperson Dr. Dilip Dureha has to be rescheduled due to tie constraints. The matter is put up for approval of the payment of the ticket

**Resolution 3:** The cell members took note of the work done for the NAAC peer visit and grade. It was resolved to complete the payment process of rescheduled air ticket of the Chairperson Dr. Dilip Dureha as per the due process.

*Amey*  
29/8/2022

**Agenda 4:** IITE has been accredited B Grade by NAAC. It is proposed to go for the appeal regarding the NAAC grade. The matter is put up for information and discussion on appeal and face to face meeting at NAAC office on 2nd September, 2022.

**Resolution 4:** The cell members took unanimously approved to go for the appeal regarding NAAC Grade. The matter related to appeal was discussed and the Chairperson IQAC, suggested points to be taken care of for the appeal.

**Agenda 5:** In reference to the NAAC Peer Team Visit and subsequent recommendations for quality initiatives, IQAC has taken several initiatives for ensuring and promoting quality in various academic process. The details of initiatives and circulars is presented here for the information of IQAC. Further, it is proposed to seek permission for allowing the concerned faculty members to present the status report of the quality initiatives undertaken by them.

**Resolution 5:** IQAC members took note of the quality initiatives taken by IQAC for promoting quality in various academic and evaluation process. The committee took note of the annual report submitted by the examination department and online feedback system development process status report submitted by IT Department.

It was resolved to develop SOPs for various academic processes for curriculum revision, documentation of teaching learning process, mentor mentee system, identification of slow and advanced learners.

It was further resolved to strengthen the research criterion through developing publication of research paper guidelines in care list journals, organization of workshops for publishing in the care list journals, updating monthly achievement in research profiles, funding and projects etc.

It was resolved to invite the faculty/committee members to present the status of the quality initiative undertaken by them.

**Agenda 6:** The matter of preparing SOP for CAS and Regulations was discussed in 2nd meeting of IQAC. It is proposed to have further discussion and recommendation of a committee for the approval of SOP of CAS Process at IITE.

**Resolution 6:** The matter of giving CAS benefits to the faculty members was discussed at length.

It was resolved to frame a committee for developing IITE CAS regulations for Associate Professor and Professor as per UGC guidelines. It was resolved to form a committee for developing the CAS regulations, CAS – Standard Operating Procedures, IITE Performa for CAS and any other matter pertaining to providing benefits of CAS to the faculty members.

*Handwritten signature*  
21/8/2021

On the recommendation of The Chairperson of IQAC it was resolved that the CAS Committee will consist of following members.

1. Prof. C. B Sharma
2. Prof. Bhadrayu Vacharajani
3. Dr. Bharat Joshi
4. Dr. Kalpesh Pathak
5. Prof. Himanshu Patel
6. Prof. Divya Sharma

**Agenda 7:** Any other matter put forth by the Chair Person.

No matter was put forth by the Chairperson.

The meeting ended with Vote of Thanks to the Chairperson and all the members of IQAC for giving their valuable time and suggestions.

*Any*  
29/8/2022