Minutes of the First meeting of Internal Quality Assurance Cell (IQAC) held in the Board Room on 15th July, 2015 at 4.00 pm.

The following members were present:

1. Prof. Nagaraj Ramrao, Director DAIICT - Chairman IQAC
2. Prof. Suman Mitra, Dean-AP, DAIICT - Director IQAC
3. Prof. Anish Mathuria, Dean R&D, DAIICT –Faculty Member
4. Prof. Sanjeev Gupta, Dean Students, DAIICT –Faculty Member
5. Prof. Ranendu Ghosh, Convener, Placement Committee, DAIICT –Faculty Member
6. Mr. Soman Nair, Executive Registrar, DAIICT –Administrative Member
7. Mr. Hasendra Sinh Jhala, Head, HR, DAIICT –Administrative Member
8. Mr. Anamitra Das, TCS, Gandhinagar– Member from Employer
9. Mr. Valay Vaidya, Student, DAIICT –Student Member

The following Members could not attend the meeting:

1. Mr. Swapnil Khandelwal, Alumnus, DAIICT –Alumni Member
2. Mr. Roghuvir Songhela, Alumnus, DAIICT –Alumni Member
3. Mr. Aman Agarwal, Student, DAIICT –Student Member
4. Prof. Rahul Muthu, Convener, Alumni Board, DAIICT –Faculty Member
5. Mr. Suresh Rangachar, Reliance ADA –Management Member

1. **Introduction of Members**

   Each memberpresent gave a self-introduction to other members

2. **The Role of IQAC**

   The Chairman IQAC gave a brief presentation on the guidelines of the IQAC and its role in an Institute. He clarified that the Cell was formed as per the UGC regulation and as also prescribed by the NAAC. He also gave background of the formation of the Cell, its functioning and other aspects.He reiterated that major aim of the Cell is to channelize all efforts and measures of the institution towards promoting its holistic academic excellence in a healthy environment. He proposed that Dean-AP be nominated as Director of IQAC and requested the him to carry on with the rest of the proceedings.

   "Resolved that Dean-AP, shall act as Director of IQAC"

3. The IQAC-Director proposed to conduct the IQAC meeting twice in an academic year.

   "**Resolved** that the IQAC will meet twice a year in:
   i) Mid July
   ii) Mid January"

4. Dean (Students) proposed that Convener and Dy.Convener of SBG shall be the student members on the IQAC.

   "Resolved that the Convener and Dy. Convener (SBG) would be Ex-Officio members on the IQAC"

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5. **Joining Of New Faculty Members**

On behalf of Convener – Faculty Search, the Chairman informed the members regarding the revised method of faculty interview process. He also mentioned that during the process, six out of eight candidates have accepted faculty positions; and they would be joining soon,starting from mid July.

6. **Formation of NAAC Core Committee and application for LOI by NAAC**

The Chairman apprised the members that in view of the application for LOI he has constituted a NAAC Core committee consisting key functionaries of the Institute to prepare NAAC SSR.

7. **Acceptance of LOI by NAAC**

Chairman informed the members that the Letter of Intent (LOI) submitted to NAAC has been accepted.

8. **Preparation Of SSR and Related Documents for NAAC Visit**

Chairman further appraised that preparation of the documents for NAAC visit is in progress and believe that it would be able to submit the document by October, 2015. It would lead to receiving accreditation by the end of 2015, positively.

9. **Formation of Mission Monitoring Cell**

Chairman also informed the members that a Mission Monitoring Cell is formed for monitoring activities of the documentation.

10. **UGC Reply on Section 12 B and The Formation Of Board of Studies (BoS)**

The Chairman informed about the constitution of Board of Studies in conformation with UGC guidelines for recognition under Section 12B.

The composition of the Board of Studies is as follows:

Name	Address
Chairman	
Prof. Suman K Mitra	Dean (Academic Programs), DA-IICT, Gandhinagar
Members	
Prof. AnishMathuria	Dean (Research & Development), DA-IICT, Gandhinagar
Prof. Asim Banerjee	Convener, Post-Graduate Programs, DA-IICT, Gandhinagar
Prof. Anil K Roy	DA-IICT, Gandhinagar
Prof. HemantPatil	DA-IICT, Gandhinagar
Prof. PM Jat	Coordinator, M Sc (IT) Program, DA-IICT, Gandhinagar
Prof. MadhumitaMazumdar	Coordinator, M Des(CD) Program, DA-IICT, Gandhinagar
Prof. RanenduGhosh	DA-IICT, Gandhinagar
Prof. Biswajit Mishra	DA-IICT, Gandhinagar
Prof. ShwetaGarg	DA-IICT, Gandhinagar

Prof. Pratik Shah	Indian Institute of Information and Communication Technology Vadodara, Gandhinagar (Alumnus of DA-IICT)
ShriHasitKaji	Tata Consultancy Services, Gandhinagar (Industry Representative)
Dr. SumiteshSarkar	Space Application Centre, Indian Space Research Organisation, Ahmedabad (Nominated by the Academic Council)
Dr Sanjay Chaudhary	Professor & Head (Research), Institute of Engineering & of Technology, Ahmedabad University, Ahmedabad (Nominated by the Academic Council)
Convener	
Prof. ManikLal Das	Convener, Under-Graduate Programs, DA-IICT, Gandhinagar

11. Need For Curriculum Revision And Formation Of BTCRC

The Director-IQAC informed the members that the curriculum of B.Tech needs a relook.

It is **"Resolved** that a B.Tech Curriculum Review Committee (BTCRC) be constituted, with members drawn out of Board of Studies to review B.Tech curriculum and provide its recommendations to the Academic Council".

12. Report on Academic Activities (Dean-AP)

Dean AP presented a report on Academic activities wherein he emphasized that as per the office of UG Convener there is a 50% improvement after conducting compulsory study hours for the students of 1st and 2nd year students.

It was also clarified by Dean (students) that the course 'Yoga' under extra-curricular activities be replaced by 'Mind, Soul, Body, Spirit'.

It is noted that Nagendra Chaudhary (B.Tech 2011 batch) will receive the TCS 100 best Students Award from TCS for holistic achievement as a graduating B.Tech student.

It is observed that with some appropriate financial benefit to faculty members, the Institute can offer more core subjects in Summer Courses.

In order to resolve complaints regarding lack of computers to PhD students, the Dean (R&D) has been entrusted the task of taking stock of the infrastructure of completed projects.

Regarding the attendance issues in the morning classes, it is proposed to start classes from 9 am to 1 pm without tea-break.

13. A report on Placement activities by Convener-Placement

In the presentation, it is observed that:

While more niche companies are participating in the process, students with less than 6 CPI are not getting opportunities to take part in placement. Therefore, the members felt the need for addressing this issue from 1st year onwards. It was also observed that Communication students are not being placed, as the Institute is unable to attract more such companies, which forces the students to take jobs in other fields. It also felt a need to revise M.Sc (IT) curriculum.

The Chairman requested the Convener (Placements) to prepare a placement Vision statement for 2016-17 keeping in mind the placement of Computational Science studuents.

14. **A report on sponsored research, consultancy and CEP (Dean R & D)**

In his presentation, the Dean R&D mentioned that in view of revised faculty career progression scheme announced recently, the Institute expects more faculty members, especially the new faculty to take more interest in research. He also emphasized the need for more PhD students, as DA-IICT being a research led Institute. During the discussions the following points were proposed:

   i.   to consider offering direct admission ofM.Tech students whose CPI is more than 8.5 and MSc with a CPI of > 8.2 to PhD and the members felt that it would also be good measure to enhance their merit in their performance. Such students should have good recommendations from their respective potential guides while applying.
   ii. to revise the remuneration package of Research Scholars.
   iii. to give a presentation by the faculty/students once she/he returns from the visits.

15. **A report on CCA/ECA by Dean (Students)**

The Dean (Students) apprised the members of various sports, cultural and other activities carried out by the students. He also apprised of the introduction of National Service Scheme (NSS) centre at the Institute.

It is "**Resolved** that the budget of SBG be increased by Rs.2 Lakhs with immediate effect".

16. **Any other item with the permission of the Chair:**

The Chairman mentioned that DAIICT will apply for NBA accreditation which is as per Washington accord format subsequent to the completion of the NAAC process.

The meeting concluded with a vote of thanks to the Chair.

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