

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

AGENDA ITEMS:

The following were the agenda items:

1. Roll Call and Welcome [Procedural]
2. Condolence for Late Prof. Asim Banerjee
3. Approval of today's meeting's agenda items [Procedural]
4. Approval of 10 Jan 2020 minutes of meeting [Procedural]
5. Action Taken Report of 10 Jan 2020 meeting
6. 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
7. Proposal on Institute Students Grievance Redressal Cell
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.

2. Condolence for Late Prof. Asim Banerjee (Agenda Item #2)

IQAC Director requested all to observe a 90 sec silence to pay homage to the departed soul of our colleague Late Prof. Asim Banerjee. It was a matter of profound grief for all of us that Prof. Banerjee passed away on 10 July 2020 after fighting out courageously the COVID-19 for over 3 weeks.

3. Approval of today's meeting's agenda items [Procedural] (Agenda Item #3)

Approved.

4. Approval of Jan 2020 minutes of meeting [Procedural] (Agenda Item #4)

- Date of Meeting: 10 Jan 2020
- Minutes of Meeting sent to all: 20 Jan2020

Approved.

5. Action Taken Report of Jan 2020 meeting (Agenda Item #5)

- 6 actionable items were minuted belonging to 4 agenda items.

i) Agenda #5: 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 #6 (of previous meeting, i.e., of 25 Sep 2019): 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.

REMAINED OPEN.

iii) Agenda #8: 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)

Action Status: same as point # (ii).

REMAINED OPEN.

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

6. 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

7. Proposal on Institute Students Grievance Redressal Cell

As it is mentioned in point # 5. iii), 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.

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

9. Any Other

None.

Adjournment

Meeting concluded at 4:45 PM.



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