

Minutes of IQAC Meeting

Tuesday, 18 April 2022

Hybrid Meeting (WebEx)

Board Room, First floor, Administrative Block

AGENDA ITEMS:

The following were the agenda items:

1. Roll Call and Welcome [Procedural]
2. Condolence for Late Prof. Suman Mitra
3. Approval of today's meeting's agenda items [Procedural]
4. Approval of 2 March 2021 minutes of meeting [Procedural]
5. Action Taken Report of 2 March 2021 meeting
6. New IQAC (effective 1 March 2022)
7. Preparation plan for next cycle of NAAC Team's visit
8. AQAR (Annual Quality Assurance Report) summary and status
9. Open Discussion
10. Any other point with Chair's approval

1a. Roll Call & Welcome

The meeting commenced at 4:00 PM.

Committee Members (in attendance)

1. Dr. K.S. Dasgupta
2. Mr. Soman Nair
3. Prof. Binita Desai
4. Prof. Maniklal Das
5. Prof. M.V. Joshi
6. Prof. Bhaskar Chaudhury
7. Prof. Yash Vasavada
8. Prof. Aditya Tatu
9. Prof. Ahlad Kumar
10. Prof. Sanjay Srivastava
11. Prof. Saurabh Tiwari
12. Aakash Desai (201901223)
13. Shivani Nandani (201801076)
14. Jheel Shah (201901452)
15. Niyam Chhaya (201312004)
16. Mr. Nilesh Ranpura (eInfochips)
17. Anil Roy

Committee Members (absent)

1. Mr. Srikant
2. Yash Sheth
3. Hima Patel (200411001)
4. Mr. Manmeet Purbey (Google)
5. Mr. Sumeet Singh (Quinbay Technologies)

2. Condolence for Late Prof. Suman Mitra (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. Suman Mitra. It was a matter of profound grief for all of us that Prof. Mitra passed away on 18 April 2021 after fighting out courageously the COVID-19 in the Civil Hospital, Ahmedabad. This was the second tragic loss to our DA-IICT family.

The members also paid condolences to the departed soul of our DA-IICT colleagues family members, all near ad dears and the family members of our students. We expressed our sincere grief for these sudden and irreparable life losses.

After this the Director asked to start the usual proceedings of the meeting.

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

Approved.

4. Approval of 2 March 2021 minutes of meeting [Procedural] (Agenda Item #4)

- Date of Meeting: 2 March 2021
- Minutes of Meeting sent to all: 16 Jan 2022

Approved.

5. Action Taken Report of 2 March 2021 meeting (Agenda Item #5)

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

i) Agenda #5: Internal Quality Assurance System

Action to be taken: All committee convenors to be told to update their process documents and share that with the IQAC Director.

Responsibility: Respective Committee Convenors

Action Status: Convenors were told to look back into their Term of Reference and update their functional document and then send them to IQAC Director. Many have sent, some are pending. The Director reiterated that these documents are the basic starting points for the quality assurance of the institute. Therefore these must be looked after properly. He instructed all those who could not complete this task.

CLOSED

ii) Agenda #6: AQAR of last 4 years (2017-18, 2018-19, 2019-20 & 2020-21)

Action to be taken: All four AQARs to be submitted to the NAAC portal.

Responsibility: IQAC Director

Action Status: AQARs are ready and posted on the institute website for all stakeholders review and information. Three of them were submitted on the NAAC portal, but these were not accepted with some minor comments to take care of. IQAC Director informed the members that the comments were being addressed on top priority and all would be submitted shortly.

Remained OPEN

iii) Follow up on some pending points of 29 Dec 2020 meeting

Responsibility: Respective process owners

Action Status: Action Taken Report was presented to the committee members. Barring two points - a) Discussion on Students Exit Feedback and b) Grievance Redressal System of the Institute all other actions were considered satisfactory and hence were closed.

Registrar office is asked to figure out some actionable items on priority to address the weaknesses emerging from the exit feedback presented earlier.

Dean (AP) took responsibility of completing the unfinished task of establishing an effective grievance redressal system for the institute. SBG was asked to support.

Remained partially OPEN

6. New IQAC (effective 1 March 2022) – welcome and thanks

Change in IQAC was made because of:

Dean (Students) changed
UGC & PGC Convenors changed
SBG Convenor changed

Also Associate Dean (AP) and Associate Dean (R&D) are included in the IQAC on the Director's advice.

- Prof. Maniklal Das is included in place of Late Suman Mitra
- Prof. Bhaskar Chaudhury is included in place of Prof. Ranendu Ghosh
- Prof. Aditya Tatu is included in place of Prof. Sunitha
- Prof. Saurabh Tiwari is included in place of Prof. Aditya Tatu
- Aakash Desai (201901223) is included as the new SBG Convenor replacing Devanshu Vitlhani (201801034)
- Yash Sheth (202111046) is included in replacing Pararth Dave (202018016). Pararth expressed his inability to continue as he was about to graduate.
- Prof. Yash Vasavada is included as Associate Dean (R&D) – new ex-officio member
- Prof. Bhaskar Chaudhury is included as Associate Dean (AP) – new ex-officio member

This is to note that Prof. Chaudhury is already there as Dean (Students). All other members are continuing.

The above had the Director's approval. The same was posted on our website on 13 April 2022.

7. Preparation plan for next cycle of NAAC Team's visit

A tentative plan was shared with the committee with following milestones:

- | | |
|--|-------------|
| ▪ NAAC Accreditation Cycle 2 will commence from: | 24 Nov 2022 |
| ▪ First draft of the Executive Summary & SSR to be ready | 1 Nov 2022 |
| ▪ Intent & Fee payment: | 15 Nov 2022 |
| ▪ Submission of SSR (on NAAC portal): | 30 Dec 2022 |

SSR must be supported with all corresponding (cycle-2) documents.

All were requested to cooperate and contribute.

Committee was also informed that through an official circular from the Director's office dated 8 Apr 2022, a Steering Committee with the following members was formed to audit the system of maintenance of office files and e-files:

- 1) Prof Sanjeev Gupta, Convenor, Internal NAAC Committee - Coordinator
- 2) Prof Binita Desai
- 3) Prof Anish Mathuria
- 4) Prof Amit Bhatt
- 5) Prof Arnab Ray
- 6) Prof Amit Mankodi

Terms of References:

(a) Examine the existing system of maintenance of office files and e-files (records management) in all Sections, Offices of the Deans and sponsored projects and report whether they conform to NAAC requirements or not.

(b) Suggest how records maintenance practices at the Institute can be enhanced by use of better practices.

(c) Any other task assigned by the Director relating to records maintenance.

8. AQAR (Annual Quality Assurance Report) summary and status

Committee was informed that the AQARs of 2017-18, 2018-19 & 2019-20 were posted on our institute website one by one during last one year. All were requested to visit those reports carefully and let the IQAC Director know if there found some inconsistency or incomplete reporting.

Subsequently these were also uploaded on the NAAC portal. Job completed on 30 Mar 2022.

It was informed that the data collection for 2020-21 & 2021-22 was in progress. A mail was sent to all concerned on 17 Feb, 2022 highlighting the change in the format of AQAR. Now many of points became qualitative.

The following persons/office-bearers were formally given the responsibility of looking after each criterion for the SSR preparation:

Criterion-I: Curricular Aspects

Prof. Manik Lal Das, Dean (Academic Programs)

Criterion-II: Teaching and Evaluation

Prof. Manik Lal Das, Dean (Academic Programs)

Criterion-III: Research, Consultancy and Extension

Prof. Manjunath V Joshi, Dean (Research & Development)

Criterion-IV: Infrastructure and Learning Resources

Prof. Kalyan Sasidhar, Convenor, ICT Committee

Criterion-V: Student Support and Progression

Prof. Bhaskar Chaudhary, Acting Dean (Students)

Criterion-VI: Governance, Leadership and Management

Shri. Soman Nair, Executive Registrar

Criterion-VII: Innovation and Best Practices

Prof. Bhaskar Chaudhary, Acting Dean (Students)

9. Open Discussion

10. Any other point with Chair's approval

IQAC Director informed the members that due to the catastrophic condition during 2nd wave of COVID-19 all were so stunned that we could not conduct our second meeting in last year. We all witnessed many deaths which was quite a situation too difficult to cope with. In the beginning of this year also there was a threat of third wave, so we all were psychologically not in a state of function well. However, we never let the academic delivery of the institution go down.

Adjournment

Meeting concluded at 5:30 PM.



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