

RU/AHD/PO-IQAC/2024-25/007

Date: 26/11/2024

**MINUTES OF MEETING**

The 12<sup>th</sup> IQAC Meeting of all the IQAC Members was called by Mr. Yashesh Darji, Coordinator, IQAC on 25<sup>th</sup> November 2024, from 03:30 pm to 5:15 pm in the Board Room.

**Members Present:**

Sr. No.	Name with Designation	Status in Meeting
1	Prof. (Dr.) Anil Tomar	Chairperson
2	Prof. (Dr.) D. K. Saxena, Registrar	Member
3	Prof. Lalit Adhikari, Director, Admissions and Outreach	Member
4	Mr. Veerendra Singh Nagoria – I/C COE	Member
5	Dr. Rajesh Yadav, Assistant Director, Physical Education and Sports	Member
6	Mr. Sanjeev Bhardwaj, Senior Manager, Admin	Member
7	Mr. Pragnesh Patel, Librarian	Member
8	Dr. Swati Rajgor, Incharge TPO	Member
9	Dr. Kiran Kumar Aggarwal, Dean, RSMS	Member
10	Dr. Sandeep Chandra, Associate Dean, RSMS	Member
11	Dr. Sanjesh Rathi, Principal, SOP	Member
12	Dr. Ausaf Ahmad Malik - Principal, SOL	Member
13	Dr. Pradeep Kumar Singh – I/C Dean. RSS	Member
14	Mr. Dinkar Kumawat - I/C Dean, RSD	Member
15	Dr. Purvi Kalal – HOD, RSA	Member
16	Dr. Shital Thacker - Co-coordinator IQAC Member	Member
17	Mr. Meet Bakotia - Co-coordinator IQAC Member	Member
18	Dr. G.G.Sastry	Invited member
19	Mr. Yashesh Darji – Coordinator, IQAC	Member Secretary

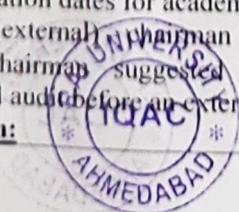
**Members not present:**

Sr. No.	Name with Designation	Status in Meeting
1	Dr. Sailesh Iyer, Dean, RSE, Director, CRI;	Member
2	Dr. P. P Patel, Dean, RSA;	Member
3	Mr. Jagdeep Mohanty (RSE), Mr. Amit Borisa (SOL), Ms. Riya Gohil (RSS), Ms. Shital Rautaray (SOP), Mr. Parth Gondaliya (RSMS)	Members (student)
4	Mr. Dhwanesh Patel - Alumini	Member
5	Ms. Khusboo Rajput - Alumini	Member
6	Ms. Reenaben Trivedi - Parent	Member
7	Mr. Priyank Nahar – Industrialist	Member
8	Mr. Dhruv Trivedi - Co-coordinator IQAC Member	Member



The proceedings began with a welcome to the chairman and members for the 12th IQAC meeting. The member secretary read the agenda and presented it on the table. The details of each agenda item along with the resolutions are as follows:

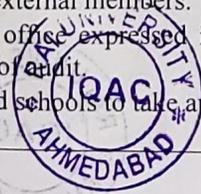
Sr. No	Agenda	Discussion and Resolution	Responsibility Center
1	Compliance of 11th IQAC meeting held on dated 27th June 2024.	<ul style="list-style-type: none"> <li>The conformance and compliance of the 11th IQAC meeting were presented.</li> </ul> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>The committee members approved all compliances.</li> </ul> <p><b>Annexure 1.</b></p>	IQAC
2	Re-Constitution of IQAC Committee.	<ul style="list-style-type: none"> <li>The following members are being inducted.                             <ul style="list-style-type: none"> <li>Prof. (Dr.) D. K. Saxena, Registrar.</li> <li>Prof. K.K. Agarwal Dean RSMS.</li> <li>Dr. Swati Rajgor, Incharge TPO.</li> </ul> </li> </ul> <p><b>Resolution:</b> The committee wishes and welcomes the new members and looks forward to their valuable contributions.</p> <p><b>Annexure 2.</b></p>	Deans/principals/ I/C Deans of the schools.
3	Approval of DQAC Committee.	<ul style="list-style-type: none"> <li>Deans have submitted new DQAC teams;</li> <li>COE suggested adding an Examination Cell member and proposed Mr. Hemant Kumar Sharma's name.</li> </ul> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>The committee approved the new DQAC team and included Mr Hemant Sharma as a member of all DQACs.</li> </ul> <p><b>Annexure 3</b></p>	Deans/principals/ I/C Deans of the schools.
4	Academic Audit (2024-2025 Odd semester).  <i>Observations, findings and Suggestions.</i>	<ul style="list-style-type: none"> <li>The Chairman emphasized adhering to the timeline in submitting reports and documentation.</li> <li>The report and analysis couldn't be presented due to delayed receipt of docs.</li> <li>A sample report of the question paper audit was viewed but was not satisfactory.</li> <li>The audit process needs to be very extensive, quality and outcome-oriented.</li> <li>IQAC requested the chairman for an additional meeting to present the analysis i.e 2<sup>nd</sup> Dec, 2024.</li> <li>The committee suggested to audit the course plan once in 15 days instead of one week.</li> </ul> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>The Chairman approved the request and the changes in the schedule.</li> <li>The chairman advised the IQAC to share the presentation with all schools before the meeting.</li> </ul>	IQAC
5	Academic and Administrative Audit for A.Y 2023-24.	<ul style="list-style-type: none"> <li>Finalization dates for academic and administrative audits (external) chairman to approve.</li> <li>The chairman suggested conducting another internal audit before an external audit.</li> </ul> <p><b>Resolution:</b></p>	IQAC/Deans/ principals/ I/C Deans of the schools.



		<ul style="list-style-type: none"> <li>The committee unanimously agreed to conduct an internal audit before the external academic and administrative audit.</li> <li>The date to be finalised later.</li> </ul>	
6	Audit Observation and Suggestion for Planning of Even Semester A.Y 2024-25.	<ul style="list-style-type: none"> <li>The even semester is scheduled to commence from 9<sup>th</sup> Dec 2024.</li> <li>Pre-semester audit is due for its conduct before the start of the semester.</li> <li>Deans/Principals of the school opined to schedule due to prevailing priorities like block supervision and answer sheet evaluation.</li> <li>The Chairman advised to adhere to the calendar and not in favour of deviation.</li> </ul> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>Pre-semester audit to be completed between Dec 6-8, 2024.</li> <li>Schools should be ready for the audit</li> </ul>	Deans/principals/ I/C Deans of the schools and IQAC
7	Proposed Activity for Even Semester A.Y 2024-25.	<ul style="list-style-type: none"> <li>The list of proposed activities for even semester AY 2024-25 is being presented.</li> </ul> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>To ensure compliance as per the timeline.</li> </ul>	IQAC
8	Review the Research Progress i.e. Publication, Patents.	<ul style="list-style-type: none"> <li>A comprehensive report on the research outputs of the university is presented, which includes publications, patents, books, and book chapters.</li> <li>The chairman opined that uploading the details on the ERP.</li> <li>Management and IQAC can effectively track and retrieve data.</li> </ul> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>The ERP usage must increase since the university is determined towards 100% e-governance.</li> <li>All information related to publications, patents etc should be updated in the ERP.</li> <li>CRI to download the report every month to verify/categorise the publications, patents etc, for record authentication.</li> </ul>	HR, CRI and IQAC
9	Review the Placements, Higher study, and Entrepreneur and Competitive exams. A.Y 2023-24.	<ul style="list-style-type: none"> <li>Report on placement statistics and post-graduation data presented as compiled provided by Dr. Swati Rajgor.</li> <li>Dr. Swati Rajgor expressed concern over students' unresponsiveness regarding their current job or post-graduation status.</li> </ul> <p><b>Resolution :</b></p> <ul style="list-style-type: none"> <li>Deans to take steps for collecting the data.</li> <li>To impress upon the students to furnish their professional information when they visit for no-dues authentication.</li> </ul>	Deans/principals/ I/C Deans of the schools



10	Participating in the NIRF 2025 in Overall, Engineering and Management.	<ul style="list-style-type: none"> <li>The participation of Rai University in NIRF 2025 rankings was informed to the members of the committee.</li> <li>The academic and administrative departments provide data when required during the compilation.</li> </ul> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>To ensure timely submission to IQAC for the NIRF 2025 rankings.</li> </ul>	Deans/principals/ I/C Deans of the schools
11	ISO, Green, Environmental and Energy Certification in Sept 2024.	<ul style="list-style-type: none"> <li>The notable certifications awarded to the university which include ISO and Green Audit and environment audit, are being informed to the committee members.</li> </ul> <p><b>Annexure 4</b></p>	IQAC
12	To facilitate more Experiential Learning to the students.	<ul style="list-style-type: none"> <li>The data concerning innovative teaching-learning pedagogy was presented.</li> <li>Information is related to the courses offered in the ODD semester AY 2024-25.</li> <li>Information from the following schools: Rai School of Management Studies, Rai School of Design and Rai School of Agriculture was due to be received.</li> </ul> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>Schools with overdue submissions were advised to provide the required data promptly.</li> </ul>	Deans/principals/ I/C Deans of the schools
13.	To Update about Value added Courses.	<ul style="list-style-type: none"> <li>The Senior members of the committee emphasized the need for value-added courses to offer distinct topics, instead of opting for existing subject syllabi or repeating them.</li> <li>This would enhance students' knowledge and enrich their academic learning experience.</li> </ul> <p><b>Resolutions:</b></p> <ul style="list-style-type: none"> <li>Chairman and senior members advised to offer value-added courses that are distinct from regular courses.</li> <li>VAC should benefit students across the university and result in knowledge enrichment.</li> </ul>	Deans/principals/ I/C Deans of the schools
14	NAAC Preparedness – Documentation and audits for PTV.	<ul style="list-style-type: none"> <li>The mock audit was conducted for academic and administrative wings except for examination, T&amp;P, and finance.</li> <li>The report of the audit was shared with the respective departments except for administration and RSMS.</li> <li>Chairman informed the members about the two rounds of internal mock audit, before the mock audit with external members.</li> <li>Registrar's office expressed its readiness for the next round of audit.</li> <li>and advised schools to take audits ASAP.</li> </ul> <p><b>Resolution:</b></p>	Deans/principals/ I/C Deans of the schools



		<ul style="list-style-type: none"> <li>The chairman advised the IQAC to discuss with the schools and other offices before finalizing the mock audit schedule.</li> </ul> <p><b>Annexure 5</b></p>	
15	Other Points if any-Academic Rules and Regulations of Schools.	<ul style="list-style-type: none"> <li>Registrar expressed the non-availability of program ordinances in his office.</li> <li>All schools are urged to submit ASAP.</li> </ul> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>The chairman directed the deans of the schools to submit a copy of the programme ordinance with the registrar's office immediately.</li> </ul>	Deans/principals/ I/C Deans of the schools
The meeting concluded with thanks to the members for attending the meeting and sharing their valuable inputs			

*Yashesh Darji*  
 Signature  
 Mr. Yashesh Darji  
 Coordinator - IQAC  
 26/11/24



*Anil Tomar*  
 Signature  
 Prof. (Dr.) Anil Tomar  
 Provost  
 25/11/24

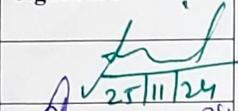
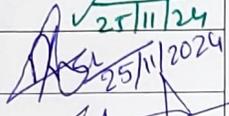
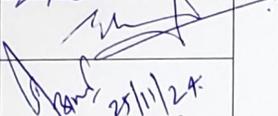
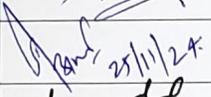
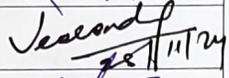
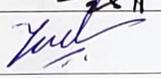
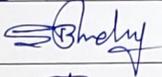
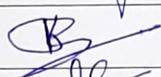
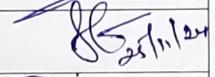
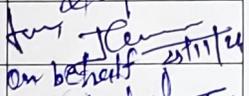
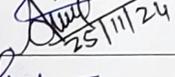
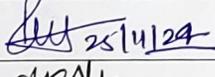
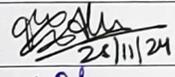
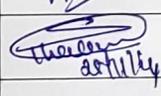
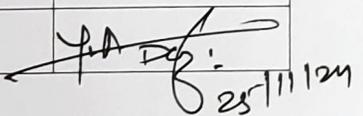
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1. Provost Office
2. Registrar Office
3. All Deans, Principals and Heads





12<sup>th</sup> IQAC Meeting Attendees on 25<sup>th</sup> November 2024.

Sr. No	Name With Designation	Signature
1.	Prof. (Dr.) Anil Tomar - Provost	 25/11/24
2.	Prof. (Dr.) D. K. Saxena Registrar	 25/11/2024
3.	Dr. G. G. Sastry - Academician	
4.	Prof. Lalit Adhikari - Director Admission and Branding	 25/11/24
5.	Mr. Veerendra Singh Nagoria - I/C COE	 25/11/24
6.	Dr. Rajesh Yadav – Assistant Director, Physical Education and Sports	
7.	Mr. Pragnesh Patel - Librarian	 25/11/24
8.	Mr. Sanjeev Bhardwaj – Sr. Manager Admin	
9.	Dr. Kiran Kumar Agrawal – Dean RSMS	
10.	Dr. Sandip Chandra – Associate Dean, RSMS,	 25/11/24
11.	Dr. Sanjesh Rathi – Principal, SOP	 25/11/24
12.	Dr. Sailesh Iyer – Dean, RSE	 on behalf of 25/11/24
13.	Dr. P. P Patel – Dean, RSA	 25/11/24
14.	Dr. Ausaf Ahmad Malik – Principal, SOL	 25/11/24
15.	Dr. Pradeep Kumar Singh – I/C Dean, RSS	 25/11/24
16.	Mr. Dinkar Kumawat – I/C Dean, RSD	 25/11/24
17.	Mr. Meet Bakotia – Co- Coordinator IQAC	
18.	Dr. Shital Thacker – Co- Coordinator IQAC	 Shital Thacker
19.	Mr. Dhruv Trivedi – Co- Coordinator IQAC	- A -
20.	Mr. Yashesh Darji – Coordinator IQAC	 25/11/24

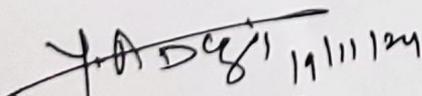
21.	Dr. Swati Rajgor- TPO	<i>Swati Rajgor</i>
22	Mr. Jagdeep Mohanty - Student (RSE) Mr. Amit Borisa - Student (SOL) Ms. Riya Gohil - Student (RSS) Ms. Shital Rautaray - Student (SOP) Mr. Parth Gondaliya - Student (RSMS)	<i>-A-</i>
23	Mr. Dhwanesh Patel - Alumni	<i>-A-</i>
22	Ms. Reenaben Trivedi - Parent	<i>-A-</i>

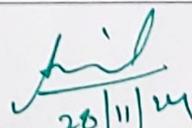
Date: 19/11/2024

**ACTION TAKEN REPORT**

 For 11<sup>th</sup> IQAC Meeting held on 1<sup>st</sup> July 2024 of Academic Year 2024-2025.

Sr. No	Agenda	Action Taken
2	Audit Observation and Even Semester AY 2024-25	<b>Resolution:</b> A meeting will be scheduled with all the DQAC to guide for extensive audit of documents. <b>Action Taken:</b> Meeting was held and thorough guidance was provided to DQAC members regarding preparation of documents.
3	Academic and Administrative Audit for AY 2023-24 Date and Expert finalization.	<b>Resolution:</b> The External Audit will be scheduled in the first Week of September 2024. <b>Action Taken:</b> No Compliance due to unavailability of expert
4	Audit Observations of Odd Semester AY 2024-25 (i) Presemester Audit Findings (ii) Annual Activity Planning	<b>Resolution:</b> IQAC reviewed and discussed findings from Presemester audit. Committee resolved to implement corrective actions for identified issues. Annual activity planning was to be resubmitted after correction. <b>Action Taken:</b> The Pre-Semester Audit Report and Annual Activity Planning submitted by the schools were returned for resubmission after incorporating the minor corrections suggested by IQAC.
5	Proposed Best Practices of AY 2024-25	<b>Resolution:</b> To finalize the SOP, Constitution of Club and Activity Planner of Quality Club <b>Action Taken:</b> Not Compliance (proposed for the next academic year AY 2025-26).
3	Proposed activity for Odd Semester AY 2024-25	<b>Resolution:</b> Committee will review the list of proposed activities for upcoming semester and approve. Conduct a hands on session on "Question Paper Framing" before the declaration of Exam. <b>Action Taken:</b> (1) Awareness and Sensitization program on "Pedagogy & Assessment: A Futuristic Model Implementing NEP 2020" was conducted successfully by Dr. G.G. Sastry (Renowned Academician) on 5 July 2024. (2) Hands on Session on One Day Training Session on How to Prepare Question Paper Based on Bloom's Taxonomy was conducted by Mr. Veerendra Singh Nagoria (I/C COE), Rai University on 10 <sup>th</sup> October 2024.

  
 19/11/24  
 Mr. Yashesh Darji  
 IQAC Coordinator

  
 20/11/24  
 Prof. (Dr.) Anil Tomar  
 Provost