MINUTES OF MEETING (MOM) AND ACTION TAKEN REPORT (ATR) FROM THE 10TH IQAC MEETING OF GOKUL GLOBAL UNIVERSITY, SIDHPUR, GUJARAT.

Minutes of Meeting (MoM)

Institution: Gokul Global University, Sidhpur, Gujarat

Meeting No.: 10th IQAC Meeting

Date: 28th February

2025 Time: 2:30 PM

Venue: Board Room

Chairperson: Dr. Sunil Joshi (Provost)

ATTENDANCE OF MEETING:

SN.	Name	Designation	Responsibilities
	Chairperson:		
1	Dr. Sunil Joshi	Provost	Chairman
	Members:		
2	Dr. Himmatsinh Rajput	Registrar	Member
3	Dr MVKS Rao	Director-IQAC	Member Secretary
4	Dr. Arvind Chauhan	Dean Academics	Member
5	Dr. Ravindrasinh Rajput	Professor, Faculty of Paramedical & Deputy Director, Academics	Member
6	Dr. Bhargav P. Majmundar	Principal, HCET	Member
7	Mr. Manoj Patel	Dean (I/), Gokul College of Computer Science & Application	Member
8	Dr. Rugvendra Vyas	Dean, Faculty of Law	Member
	Member of Management:		

SN.	Name	Designation	Responsibilities
9	Mr. Rajendrasinh Solanki	CEO	Member of Management
Student			
10	Ms. Aditi Rajput	Student	Member
Alumni			
11	Mr. Vasant Patel	Alumni	Member
Industry Member			
12	Mr. Kiran Patel	Industry Member	Member
Social Worker			
13	Mr. Ankur Trivedi	Social Worker	Member
	Mr. Jayantibhai D Patel	Social Worker	Member
Invited Members			
14	Dr. Rajendrasinh B Jadeja	Pro VC, MU, Rajkot	Invited Member
15	Dr. Pratosh Bansal	Director IQAC, DAV Indore	Invited Member

The 10th IQAC meeting of Gokul Global University, Sidhpur, Gujarat, covered key agenda points, including confirmation of previous meeting minutes, review of academic progress, and quality initiatives. Discussions focused on the implementation of the event calendar, Board of Studies (BOS) meetings, and research publications, including book chapters. The committee reviewed VAC and MOOCs courses, faculty development programs, and student engagement strategies while planning major activities for the year. Updates on the university magazine, NAAC work status, institutional best practices, and innovation initiatives were discussed. The feedback mechanism and action plans were refined, along with AAA audit document circulation. Any other matters were addressed with the chair's permission, ensuring a comprehensive approach to academic and institutional excellence.

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AGENDA ITEMS

1. Confirmation of minutes of the previous meeting.

2. Review of academic progress and quality initiatives.

3. Implementation of Event Calendar

4. Review on Board of Studies (BOS) Meetings:

5. Review on Publications – Research & Book Chapters:

6. Review on VAC & MOOCs Courses:

7. Faculty development programs and student engagement activities.

8. Major Activity per Year

9. University Magazine

10. NAAC accreditation and compliance updates.

11. Institutional best practices and innovations.

12. Feedback mechanism and action plans.

13. Any other matter with the permission of the chair.

14. AAA Audit Documents Circulation and Discussion

DISCUSSIONS & DECISIONS TAKEN

Agenda 10.1: Confirmation of Minutes of Last Meeting held on February 09, 2023 The minutes of the 9th IQAC meeting held on 25/06/24 were circulated to all the members. Since there were no comments received, the members confirmed of the minutes of meeting.

Agenda 10.2: Review of academic progress and quality initiatives.

    a. Teaching & Learning process and student attendance

- Each department must conduct at least **two meetings per month** and keep records of the minutes of meeting.
- Student attendance must be **displayed on the notice board** monthly.
- Students with low attendance will be required to submit an **undertaking.**
- A **WhatsApp group for parents** will be created to update them on attendance records.
- Daily attendance should be shared in the respective **parents' groups.**
- The Dean (Academics) raised a concern regarding students spending time in

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the garden area during lecture hours. All departments are requested to ensure that students attend their classes.

- In response, the Dean of Computer Science (**Mr. Manoj Patel**) suggested that security guards regularly patrol these areas and instruct students to attend lectures. Additionally, faculty or staff passing through these areas should also remind students to be in their respective classes.

- It was also recommended by Dean, Pharmacy (**Dr. Paresh Patel**) & Dean, Homoeopathy (**Dr. Vijay Pratap Singh**) that the hostel warden conduct rounds in the morning and after lunch to ensure students' presence in the institute.

b. **Implementation of Academic Calendar:**

- All departments must align their activities with the university's academic calendar.
- Mention all micro activities in Academic Calendar as per the guidelines
- Finalization and dissemination of the **academic calendar** to be done before starting any new academic session.
- Organize Alumni Talk at least once in a month (may be in hybrid mode)
- **Mr. Manoj Patel**, Dean of Computer Science, suggested organizing an alumni meet alongside the convocation ceremony.

c. **Lecture Timings & Attendance:**

- Lectures should be conducted **as per the time-table**.
- Lunch break and lecture schedules should be strictly followed.
- Measures to be implemented to improve student **attendance**.
- Enforcing full-time faculty engagement.

d. **ERP – Timetable & Attendance:**

- Implementation of **ERP for managing daily attendance, events and timetables** etc.

Agenda 10.3: Implementation Event Calendar

- Upload all planned activities on ERP without fail.
- Shared via mail to everyone, ensure proper execution & share event report regularly.
- Ensuring faculty and student participation.
- Departments should plan at least **one major activity per year**.

Agenda 10.4: Review on Board of Studies (BOS) Meetings:

- Departments to review / update constitution of BoS if required before

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starting any new academic session.

- The minutes of the previous BoS should have all the Annexures attached as per requirement and submit reports.

Agenda 10.5: Review on Publications – Research & Book Chapters:

- Faculty members are expected to publish **two research papers per year** in Scopus/Web of Science/UGC CARE journals.
- Each faculty member should aim for **one patent filing per year**.
- Review by Dean/ HoD for the same in every 45 days.
- Departments must integrate research methodologies at the undergraduate level if possible.
- Proposal for a **UG research project framework** to be submitted.
- Deans must propose **interdisciplinary research projects**.
- Dean / HoDs may form core group of teachers based on their expertise
- Submitting project proposals to various agencies which will be taken care by Dean Research and Departmental Research Coordinator.
- Dean / HoDs may form core group of teachers based on their expertise
- Each department should contribute to **university-wide research initiatives**.

Agenda 10.6: Review on VAC & MOOCs Courses:

- Faculty members should encourage students to enroll in **Value-Added Courses (VAC) and MOOCs** & integration into the curriculum.

Agenda 10.7: Faculty Development Program (FDP) & Student Engagement activities:

- All School must organize at least **one FDP per semester**.
- Student Counsels and regular student activities must be encouraged

Agenda 10.8: Major Activity per Year:

- Every faculty should conduct **at least one significant activity, out of the No of activities** annually, notified by IQAC (international/national conference/seminar or workshop).
- Submit proposal for the same.

Agenda 10.9: University Magazine:

- A university magazine to be published annually under the supervision of **Dr. Rugvendra Vyas** – Dean, Faculty of Law
- Faculty members and students should contribute articles and research insights.

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Agenda 10.10: NAAC accreditation and compliance updates.

- Discussion on recent developments, requirements, and progress related to NAAC accreditation, including compliance measures undertaken.

Agenda 10.11: Institutional best practices and innovations.

- Presentation and review of effective practices and innovative initiatives implemented across departments to enhance quality and performance.

Agenda 10.12: Feedback mechanism and action plans.

- Discussion has been held on the feedback collected from stakeholders and corresponding action plans for improvement. Director – IQAC advised that all deans should focus on the feedback collected from stakeholders and corresponding action plans for improvement as per the existing system in the University.

Agenda 10.13: Circulate the Academic & Administrative Audit (AAA) & AAA Committee document for the Session 2024-25. The Director, IQAC took a session for all deans and other committee members to explain about the Academic & Administrative Audit (AAA) of the year 2024-25 and informed the process of Audit and submission of the fully completed AAA documents on or before 2 May 2025. The Director, IQAC also informed the members that from next academic year, one external expert would be included in the team of auditors for AAA Inspection.

Agenda 10.14: Any other matter with the permission of the chair.

- The Chair invited any other matters for discussion.
  No additional matters were raised with the permission of the Chair.

ACTION TAKEN REPORT (ATR)

Agenda Item	Resolution & Decision	Action Taken	Responsible Person/Department	Status
Review of 9th IQAC Meeting Agenda	Reviewed and assessed implementation status	Followed up on pending action points from 9th meeting	IQAC Committee	Completed
Research Paper Publication Incentive	Approval granted by competent authority, (Director-R&D)	Incentive policy finalized and already shared with faculty members	(Director-R&D)& Academic Council	Implemented
Publication in UGC Care/Scopus/IEEE Journals	Seminar planned on research paper writing, plagiarism, and h-index	Seminar conducted and list of reputed journals provided to faculty	IQAC Director & Respective Deans	Completed

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Agenda Item	Resolution & Decision	Action Taken	Responsible Person/Department	Status
Short-Term Training Program for Faculty Research Activities & NEP	Decision to invite experts from institutions, corporate, and industries	Expert sessions scheduled and training programs initiated	Nep Coordinator & Organizing Committee	In Progress
Academic & Administrative Audit for NAAC Post-Accreditation	Approved & Circulated for NAAC post-accreditation exercises	Audit framework established and Assessment conducted	IQAC Team & Administration	Ongoing

Conclusion:

The meeting concluded with a reaffirmation of the commitment to academic excellence and research-driven growth and deans are expected to submit updates on action take. The meeting concluded with a vote of thanks to the chair.

Director- IQAC

Hon. Provost / Vice-Chancellor
પ્રોવોસ્ટ
(કુલપતિ)
ગોકુલ ગ્લોબલ યુનિવર્સિટી
સિદ્ધપુર – ૩૮૪ ૧૫૧