

IAR/RO/2021-22/35

25th August, 2021

NOTIFICATION

Subject: Reconstitution of IQAC committee at IAR.

It is to notify that an IQAC committee is reconstituted after approval of the competent authority with immediate effect. Following are the members of the committee. The committee will meet once a month (2nd Tuesday of every month) till June 2022.

Composition	Name of Member	Position
Acting Provost & Dean Academics	Dr. Manish Sharma	Chairperson
Director, IQAC	Dr. Roli Mishra	Member
Student Admission Officer	Mr. Yogesh Zala	Member Secretary
Dean Research and Innovation	Dr. Anand K. Tiwari	Member
HoD Representative	Dr. Narendra Kumar	Member
Faculty Representative	Dr. Sudhir Bhatt	Member
Faculty Representative	Dr. Sachin Sharma	Member
Faculty Representative	Dr. Reena Rajput	Member
Faculty Representative	Dr. Ganesh Bajad	Member
COE	Dr. Rajesh Handa	Member

The committee will be functional till further notice.

Copy to:

The Chairperson of the committee
All concerned
The Head, HR & Admin, IAR



Registrar

Registrar
Institute of Advanced Research
Gandhinagar-382426
Gujarat, India.

C.f.w.c to:

The President, IAR
The Acting Provost & Dean (Academics), IAR



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Koba Institutional Area,
Gandhinagar - 382426,
Gujarat - India.

IAR/RO/2021-22/149

30th November, 2021

NOTIFICATION

Subject: Reconstitution of IQAC committee at IAR.

It is to notify that an IQAC committee is reconstituted after approval of the competent authority with immediate effect. Following are the members of the committee. The committee will meet once in a month (2nd Tuesday of every month) till June 2022.

Composition	Name of Member	Position
Acting Provost & Dean Academics	Dr. Manish Sharma	Chairperson
Director, IQAC	Dr. Roli Mishra	Member Secretary
Dean Research and Innovation	Dr. Anand K. Tiwari	Member
HoD Representative	Dr. Narendra Kumar	Member
Faculty Representative	Dr. Sudhir Bhatt	Member
Faculty Representative	Dr. Sachin Sharma	Member
Faculty Representative	Dr. Reena Rajput	Member
Faculty Representative	Dr. Ganesh Bajad	Member
COE	Dr. Rajesh Handa	Member

The committee will be functional till further notice.



Registrar

Copy to:

The Chairperson of the committee
All concerned
The Head, HR & Admin, IAR

C.f.w.c to:

The President, IAR
The Acting Provost & Dean (Academics), IAR

Registrar
Institute of Advanced Research
Gandhinagar-382426
Gujarat, India.



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Gandhinagar - 382426,
Gujarat - India.



INSTITUTE OF ADVANCED RESEARCH
The University for Innovation

Established under the Gujarat Private Universities Amendment Act 2011 and recognized under section 22 and 2(f) of UGC

Ref No: IAR/IQAC/0/2021/01

Dt. 21/09/2021

Notice

Agenda for online meeting of the 1st Internal Quality Assurance Committee (AY 21-22), IAR.

This is to inform you that an online meeting of the 1st Internal Quality Assurance Committee (IQAC) (AY-21-22) of the IAR will be held on **Tuesday 28.09.2021 at 3:30 pm onwards** through Google meet platform. The agenda of the meeting is enclosed. You are requested to kindly make it convenient to attend the meeting. The meeting link is already provided in the google calendar.

Google meeting link: meet.google.com/rax-nyym-efc

Member Secretary

IQAC

To,

The Chairman,
All the members of the IQAC

Encl: Agenda Points of the IQAC meeting



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AGENDA POINTS

Date: 28/09/2021

Time: 3:30 PM

Mode: Online (Google Meet Platform)

Google meeting link: meet.google.com/rax-nyym-efc

Sr. No	Agenda Points	Presented by
	Welcome notes/ Message by the Chair	Acting Provost
1.1	To consider and approve the service satisfaction survey questionnaire format and their remedial action (Annexure 1.1) (i) Buildings & Services(Pg no. 2) (ii) Finance(Pg. no. 3) (iii) HR(Pg. no. 4) (iv) IT(Pg. no. 5) (v) Library(Pg. no.6) (vi) Student Affair(Pg. no. 7)	Director-IQAC
1.2	To consider and approve the format of course file.(Annexure 1.2)	Director-IQAC
1.3	To consider and approve the format of mentor file and mentee report file format.(Annexure 1.3)	Director-IQAC
1.4	To consider and approve the format for notices/attendance/minutes for internal governance committees. (Annexure 1.4)	Director-IQAC



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1.5	To consider and approve the lab manual format for B.Sc., M.Sc. and B.Tech. practical courses. (Annexure 1.5)	Director-IQAC
1.6	To consider and approve the maintenance of department's files. (Annexure 1.6)	Director-IQAC
	Any other items with permission of the chair.	

Cc to

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President
2. Office of Registrar
3. Heads of Department
4. Office of the Controller of Examination
5. All concerned members

Member Secretary

IQAC



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Ref. No: IAR/IQAC/0/2021/02

Dt: 08/10/2021

Minutes of the First IQAC Meeting (2021-22)

Date: 28/09/2021

Time: 3:30PM- 5:00PM

Mode: Online (Google platform: link: meet.google.com/rax-nyym-efc)

Members Present:

Dr. Manish Sharma (Acting Provost & Dean Academics)	Chairperson
Dr. Roli Mishra	Director-IQAC
Mr. Yogesh Zala (Student Admission Officer)	Member Secretary
Dr. Anand K. Tiwari (Dean Research and Innovation)	Member
Dr. Narendra Kumar (HoD Representative)	Member
Dr. Sudhir Bhatt (Faculty Representative)	Member
Dr. Sachin Sharma (Faculty Representative)	Member
Dr. Reena Rajput (Faculty Representative)	Member
Dr. Ganesh Bajad (Faculty Representative)	Member
Dr. Rajesh Handa (COE)	Member
Dr. Manish Parmar (Registrar)	Invitee
Prof. Rao Bhamiddari (President)	Invitee

Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

[Signature]

[Signature]
C.O. Ganesh. Bajad

[Signature]
Roli

[Signature]
S. Parmar

Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar - 382 426, Gujarat - India

E-mail: registrar@iar.ac.in, contact@iar.ac.in Website: www.iar.ac.in, Ph. No. 079 61804300



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S.N.	Agenda Points	Discussions	Decision	Action Taken (with date)
	Welcome	In the opening remarks, the Chairperson welcomed all the members present for the first meeting of the IQAC (AY-21-22).	----	----
1.1	To consider and approve the service satisfaction survey questionnaire format and their remedial action (Annexure 1.1) (i) Buildings & Services(Pg no. 2) (ii) Finance(Pg. no. 3) (iii) HR(Pg. no. 4) (iv) IT(Pg. no. 5) (v) Library(Pg. no.6) (vi) Student Affair(Pg. no. 7) (Version No. 01)	IQAC-Director shared and presented the annexure 1.1, Service Satisfaction survey questionnaire and template to the members and the session was opened for the discussion	----	----
		President Rao and Dr. Narendra Kumar suggested that in all service satisfaction questionnaires in front of each question need to include multiple-choice answers like Excellent, Good, Satisfactory and Poor.	Suggestion was accepted	Implemented
		Under the same agenda, point Director-IQAC raised the question with the members that what will be the procedure of remedial action of service satisfaction survey analysis.		
		Dr. Manish Sharma suggested that through the google form result would be analyse.	Suggestion was accepted	Dean(Academics)
1.2	To consider and approve the format of the course file. (Annexure 1.2) (Version No. 02)	Director IQAC presented the annexure 1.2, format of course file and the session was open for the discussion.		Director-IQAC Institute of Advanced Research The University for Innovation Koba- Gandhinagar-382426

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	<p>In Course Articulation: Dr. Reena Rajput pointed out that PO, CO, PSO and PEO was prepared by the faculty/s and program leaders and finally it was submitted to the department NAAC coordinator and Head of the Department for the verification but it wasn't approved by IQAC.</p>	Suggestion was accepted	----
	<p>IQAC-Chair asked Dr. Ganesh Bajad (NAAC coordinator) to collect all department PO, CO, PSO, PEO for the IQAC approval.</p>	Suggestion was accepted	NAAC coordinator
	<p>Criteria for Attainment of Course Outcome: IQAC-Director, Dr. Roli Mishra presented the Threshold point under the Criteria for Attainment of Course Outcome point and the session was open for discussion. Dr. Narendra Kumar (HoD Representative) suggested we could not fix the threshold point for department result analysis. Dr. Rajput showed the agreement with Dr. Narendra She said even there would be the possibility of variation within faculty to faculty. President Rao suggested that there are possibilities</p>	----	----

Director- IQAC
Institute of Advanced Research
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		After the discussion, IQAC Chair recommended, we will keep the same parameter as presented in the IQAC meeting and after one year, we will analyze and subsequently change as per the requirement of quality improvement.	Suggestion was accepted	Dean(Academic)
1.3	To consider and approve the format of mentor file and mentee report file format. (Annexure 1.3) (Version No. 2)	IQAC-Director shared and presented the annexure 1.3, format of mentor file and mentee report file format and session was open for discussion.	----	----
		Record of Telephonic Conversation held with Parents (Pg No.) Dr. Annad K Tiwari suggested that, we are doing physical parents teachers meetings, that time mentor can discussed or informed the mentees report to the parents.	Suggestion was accepted	
		President Rao (Advisor) clarifies to the member that, if the mentee is not regularly attending the lecture due to their long sickness or other reason/s, that time mentor will make a call to the parents for their justification.		
		IQAC-Chair recommended need to revise OR update the mentor file and mentee report file format as per the discussion.	Suggestion was accepted	Dean(Academic)

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department's files. (Annexure 1.6) <i>(Version No. 01)</i>	for maintenance of department's files approval. Dr. Manish Sharma suggested along with department PO, CO, PSO, PEO, IQAC recommended to bring the department vision- mission agenda for the IQAC approval	Suggestion was accepted	Department Head
Any other items with the permission of the Chair	As there was, no items placed before the Chair. The meeting ended with a vote of thanks to the Chair	----	----

[Signature]
Member Secretary-IQAC

[Signature] Accepted
Chairman- IQAC
[Signature]
13/10/21

Cc to:

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President (For information)
2. Office of Registrar (For implementation)
3. Heads of Department (For implementation)
4. Office of the Controller of Examination (For information)
5. All concerned members

[Signature] *[Signature]*

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Director- IQAC
 Institute of Advanced Research
 The University for Innovation
 Gandhinagar, Koba
 382426

[Signature] *[Signature]*

[Signature]

[Signature]



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Ref No: IAR/IQAC/0/2021/04

Dt. 16/11/2021

Notice

Agenda for online meeting of the 2nd Internal Quality Assurance Committee (21-22), IAR.

This is to inform you that an online meeting of the 2nd Internal Quality Assurance Committee (IQAC) (AY-21-22) of the IAR will be held on **Tuesday 23.11.2021 at 4:00 pm onwards** through Google meet platform. The agenda of the meeting is enclosed. You are requested to kindly make it convenient to attend the meeting.

Google meeting link: meet.google.com/mcc-dwwj-eko

Member Secretary
Rohit Mishra
Director-IQAC

To,

The Chairman,
All the members of the IQAC

Encl: Agenda Points of the 2nd IQAC meeting



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AGENDA POINTS

Date: 23/11/2021

Time: 4:00 PM onwards

Mode: Online (Google Meet Platform)

Google meeting link: meet.google.com/mcc-dwwj-eko

Sr. No	Agenda Points	Presented by
	Welcome notes/ Message by the Chair	Acting Provost
2.1	To adopt the Minutes of 1 st IQAC meeting(AY 2021-22) held on 28/09/2021(Annexure 2.1)	Director-IQAC
2.2	To consider and approve the activity report submission instruction and format (Annexure 2.2)	Director-IQAC
2.3	To consider and approve the list of notices and information to be displayed on Laboratory display board.(Annexure 2.3)	Director-IQAC
2.4	To consider and approve the course content format for Theory and Practical (Annexure 2.4)	Director-IQAC
2.5	To consider and approve the employee hand over format (Annexure 2.5)	Director-IQAC
2.6	To consider and approve the format for file nomenclature (Annexure 2.6)	Director-IQAC
	Any other items with the permission of the Chair.	

Cc to

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President

Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar - 382 426, Gujarat – India
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2. Office of Registrar
3. All concerned members

Rajesh Mishra
Member Secretary

Director-IQAC

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INSTITUTE OF ADVANCED RESEARCH
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Ref No.: IAR/IQAC/0/2021/06

Dt: 01/12/2021

Minutes of the 2nd IQAC Meeting (2021-22)

Date: 23/11/2021

Time: 4:00 PM- 5:00PM

Mode: Online (Google platform: link: meet.google.com/mcc-dwwj-eko)

Members Present:

1	Dr. Manish Sharma (Acting Provost & Dean Academics)	Chairperson
2	Dr. Roli Mishra (Director-IQAC)	Member Secretary
3	Dr. Anand K. Tiwari (Dean Research and Innovation)	Member
4	Dr. Narendra Kumar (HoD Representative)	Member
5	Dr. Sudhir Bhatt (Faculty Representative)	Member
6	Dr. Ganesh Bajad (Faculty Representative)	Member
7	Dr. Rajesh Handa (COE)	Member
8	Dr. Manish Parmar (Registrar)	Invitee

Members Absent:

9	Dr. Sachin Sharma (Faculty Representative)	Member
10	Dr. Reena Rajput (Faculty Representative)	Member
11	Prof. Rao Bhamiddari (President)	Invitee

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S. N. Bhatt

S. N. Bhatt
Director IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426



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S.N.	Agenda Points	Discussions	Decision	Action Taken (with date)
	Welcome	The meeting started with the permission of chair.	----	----
2.1	To adopt the Minutes of 1 st IQAC meeting (AY 2021-22) held on 28/09/2021.	Considered to confirm the Minutes of the last IQAC meeting adopted by circulation on 8/10/21 and to note the follow up action on the decisions taken in the said meeting	Resolved that the Minutes of the last IQAC meeting adopted by circulation on 08/10/21 be confirmed and follow up action be noted.	----
2.2	To consider and approve the activity report submission instruction and format.	<p>Dr. Roli Mishra, Director IQAC briefly presented the activity report submission instruction and format. Annexure 2.2 and the session was open for the discussion.</p> <p>Dr. Anand, Dean (Research and Innovation) mentioned that in the participation list need, to include the department name and their faculty participation. He also expressed his views to include the geotagged image along with JPEG image.</p>	<p>Suggestion was accepted</p>	<p>Suggestions have been incorporated in the said format.</p>
2.3	To consider and approve the list of notices and information to be	IQAC-Director shared and presented the annexure 2.3, list of notices and information to be displayed on Laboratory	----	----

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[Signature]

[Signature: S.M. Shatt]

[Signature]

[Signature: Director IQAC]
Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba Gandhinagar-382426



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	displayed on Laboratory display board.	display board and the session was open for discussion.		
		Dr. Anand and Dr. Narendra kumar both expressed their opinion that we have to put bigger notice board for the laboratory notices.	Suggestion was accepted	----
2.4	To consider and approve the course content format for Theory and Practical.	IQAC-Director presented the course content format for theory and practical courses by sharing the annexure 2.4, and the session was open for discussion.	All members were agreed.	----
2.5	To consider and approve the employee hand over format.	IQAC-Director shared and presented the annexure 2.5, employee hand over format and asked members for their suggestion.	----	----
		Dr. Narendra Kumar (HoD Representative) mentioned that we also have to club the no dues form and faculty exit form (feedback form) in the handover format	Suggestion was accepted	In future HR (Head) Ms. Tejal will do the all necessary changes
2.6	To consider and approve the format for file nomenclature	IQAC-Director shared and presented file nomenclature format, annexure 2.6 and she asked the members to provide their input.	All members were agreed.	----

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Rohit
Director IQAC
Institute of Advanced Research
The University for Innovation
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Any other items with the permission of the Chair	As there was, no items placed before the Chair for further discussion. The meeting ended with a vote of thanks by Dr. Roli Mishra, Director IQAC. The next meeting will be held on 14 December 2021.	----	----
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Roli Mishra

Member Secretary-IQAC

Cc to:

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President (For information)
2. Office of Registrar (For ^{information} implementation)
3. Heads of Department (For implementation)
4. Office of the Controller of Examination (For information)
5. All concerned members

Dean (Academic)
Institute of Advanced Research
The University for Innovation
Koba, Gandhinagar-3824

Roli Mishra

Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

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Ref.No. : IAR/IQAC/O/2021/07

Dt: 07/12/2021

Notice

Agenda for online meeting of the 3rd Internal Quality Assurance Committee (21-22), IAR.

This is to inform you that an online meeting of the 3rd Internal Quality Assurance Committee (IQAC) (AY-21-22) of the IAR will be held on **Tuesday 14.12.2021 at 4:00 pm onwards** through Google meet platform. The agenda of the meeting is enclosed. You are requested to kindly make it convenient to attend the meeting.

Google meeting link: meet.google.com/qnc-tcax-rgt

Rohit Mishra

Member Secretary

Director-IQAC

To,

The Chairman,
All the members of the IQAC

Encl: Agenda Points of the 3rd IQAC meeting



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AGENDA POINTS

Date: 14/12/2021

Time: 4:00 PM onwards

Mode: Online (Google Meet Platform)

Google meeting link: meet.google.com/qnc-tcax-rgr

Sr. No	Agenda Points	Presented by
	Welcome notes/ Message by the Chair	Acting Provost
3.1	To adopt the Minutes of 2 nd IQAC meeting(AY 2021-22) held on 23/11/2021(Annexure 3.1)	Director-IQAC
3.2	To consider and approve the Academic Audit Report format. (Annexure 3.2)	Director-IQAC
3.3	To consider and approve the Laboratory Audit Report format (Annexure 3.3)	Director-IQAC
3.4	To consider and approve the Library Audit Report format (Annexure 3.4)	Director-IQAC
	Any other items with the permission of the Chair.	

Roh Mishra

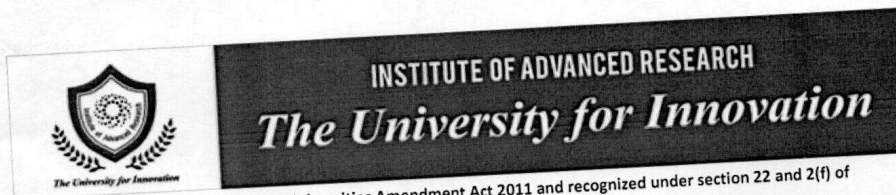
Member Secretary

Director-IQAC

Cc to

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President
2. Office of Registrar
3. All concerned members



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Ref.No.: JAR/IQAC/0/2021/09

Dt: 22/12/2021

Minutes of the 3rd IQAC Meeting (2021-22)

Date: 14/12/2021

Time: 4:00 PM- 5:00 PM

Mode: Online (meet.google.com/qnc-tcax-rgr)

Members Present:

1	Dr. Manish Sharma (Acting Provost & Dean Academics)	Chairperson
2	Dr. Roli Mishra (Director-IQAC)	Member Secretary
3	Dr. Anand K. Tiwari (Dean Research and Innovation)	Member
4	Dr. Narendra Kumar (HoD Representative)	Member
5	Dr. Sudhir Bhatt (Faculty Representative)	Member
6	Dr. Ganesh Bajad (Faculty Representative)	Member
7	Dr. Rajesh Handa (COE)	Member
8	Dr. Sachin Sharma (Faculty Representative)	Member
9	Dr. Reena Rajput (Faculty Representative)	Member
10	Prof. Rao Bhamiddari (President)	Invitee

Members Absent:

11	Dr. Manish Parmar (Registrar)	Invitee
----	-------------------------------	---------

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Director IQAC
Institute of Advanced Research
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S.N.	Agenda Points	Discussions	Decision	Action Taken (with date)
	Welcome	The meeting started with the permission of chair.	----	----
3.1	To adopt the Minutes of 2nd IQAC meeting (AY 2021-22) held on 23/11/2021.	Considered to confirm the Minutes of the 2 nd IQAC meeting adopted by circulation on 01/12/2021 and to note the follow up action on the decisions taken in the said meeting	Resolved that the Minutes of the 2 nd IQAC meeting adopted by circulation on 01/12/2021 be confirmed and follow up action be noted.	----
3.2	To consider and approve the Academic Audit Report format.	Director IQAC presented the Academic Audit Report format. Annexure 3.2 and the session was open for the discussion. During deliberations, it was decided that to include; Maintenance of Course Files: <ul style="list-style-type: none">Course coordinator name and course code in place of faculty name. Student Support and Progression File: <ul style="list-style-type: none">List of enrolled students in place of registered student.University calendar in place of academic calendar.	----- Suggestion was accepted	Suggestions have been incorporated in the Academic Audit Report format.

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Director- IQAC
Institute of Advanced Research
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		Maintenance of Examination File: Suggestions received from President IAR that Internal Assessment should be replaced by Continuous Internal assessment as per NAAC. Head Representative, Dr. Narendra Kumar asked that the question paper file will contain the moderated question paper only. Dean (Academics) suggested that the department question paper file will include both sets of question paper; before moderation as well as after moderation.	All members were agreed.	----
3.3	To consider and approve the Laboratory Audit Report format.	Director IQAC shared and presented the annexure 3.3, Laboratory Audit Report format and the session was open for discussion. Head Representative, Dr. Narendra Kumar asked that he is facing problem in maintaining the laboratory stock register mainly for old equipment's. Records. Acting provost and Director IQAC suggested that can be collect from the Head Finance office.	-----	-----

Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar - 382 426, Gujarat - India

E-mail: registrar@iar.ac.in, contact@iar.ac.in Website: www.iar.ac.in, Ph. No. 079 61804300

Paulo Mishra
Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426



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3.4	To consider and approve the Library Audit Report format.	IQAC-Director presented the Library Audit Report format by sharing the annexure 3.4, and the session was open for discussion. No suggestion was received	All members were agreed.	---
	Any other items with the permission of the Chair	As there was, no items placed before the Chair for further discussion. The meeting concluded with vote of thanks from Director IQAC. It was informed by Director-IQAC, that the next meeting will be held on 11th January 2022.	---	---

Rajesh Mishra
Member Secretary-IQAC

Approved
S. P.
Chairperson- IQAC 22/12/21

Cc to:

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President (For information)
2. Office of Registrar (For information)
3. Heads of Department (For implementation)
4. Office of the Controller of Examination (For information)
5. All concerned members

Recd
S. M. Bhatt
Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar - 382 426, Gujarat - India

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Rajesh Mishra
Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426



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RefNo.: IAR/IQAC/0/2022/01

Dt. 04/01/2022

Notice

Agenda for online meeting of the 4th Internal Quality Assurance Committee (21-22), IAR.

This is to inform you that an online meeting of the 4th Internal Quality Assurance Committee (IQAC) (AY-21-22) of the IAR will be held on **Tuesday 11.01.2022 at 4:00 pm onwards** through Google meet platform. The agenda of the meeting is enclosed. You are requested to kindly make it convenient to attend the meeting.

Google meeting link: meet.google.com/pms-dfcg-jos

Roh Nishra

Member Secretary

Director-IQAC

To,

The Chairman,
All the members of the IQAC

Encl: Agenda Points of the 4th IQAC meeting



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AGENDA POINTS

Date: 11/01/2022

Time: 4:00 PM onwards

Mode: Online (Google Meet Platform)

Google meeting link: meet.google.com/pms-dfcg-jos

Sr. No	Agenda Points	Presented by
	Welcome notes/ Message by the Chair	Acting Provost
4.1	To adopt the Minutes of 3 rd IQAC meeting(AY 2021-22) held on 14/12/2021.(Annexure 4.1)	Director-IQAC
4.2	To consider and approve the Student Satisfaction Survey (Teaching Learning and Evaluation) format.(Annexure 4.2)	Director-IQAC
4.3	To consider and approve the Internship policy (Annexure 4.3)	Placement Coordinator
	Any other items with the permission of the Chair.	

Rohit Mishra

Member Secretary

Director-IQAC

Cc to

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President
2. Office of Registrar
3. All concerned members



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Ref. No. : IAR/IQAC/0/2022/05

Dt: 20/01/2022

Minutes of the 4th IQAC Meeting (2021-22)

Date: 11/01/2022

Time: 4:00 PM- 5:00 PM

Mode: Online (meet.google.com/pms-dfcg-jos)

Members Present:

1	Dr. Manish Sharma (Acting Provost & Dean Academics)	Chairperson
2	Dr. Roli Mishra (Director-IQAC)	Member Secretary
3	Dr. Anand K. Tiwari (Dean Research and Innovation)	Member
4	Dr. Narendra Kumar (HoD Representative)	Member
5	Dr. Sudhir Bhatt (Faculty Representative)	Member
6	Dr. Ganesh Bajad (Faculty Representative)	Member
7	Dr. Rajesh Handa (COE)	Member
8	Dr. Reena Rajput (Faculty Representative)	Member
9	Dr. Alok Pandya (Placement Coordinator)	Invitee
10	Prof. Rao Bhamiddari (President)	Invitee
11	Dr. Manish Parmar (Registrar)	Invitee

Members Absent:

12.	Dr. Sachin Sharma (Faculty Representative)	Member
-----	--	--------

(Signatures of Members Present)

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Roli Mishra
Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426



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S.N.	Agenda Points	Discussions	Decision	Action Taken (with date)
	Welcome	The meeting started with the permission of chair.	----	----
4.1	To adopt the Minutes of 3 rd IQAC meeting (AY 2021-22) held on 14/12/2021.	Considered to confirm the Minutes of the 3 rd IQAC meeting adopted by circulation on 17/12/2021 and to note the follow up action on the decisions taken in the said meeting.(Annexure 4.1)	The resolution confirms the minutes of the 3 rd IQAC meeting adopted on December 17, 2021 and records the follow-up.	----
4.2	To consider and approve the Student Satisfaction Survey (Teaching Learning and Evaluation) format.	Director IQAC, placed a student satisfaction survey (Teaching Learning and Evaluation) format Annexure 4.2 and NAAC teaching learning evaluation format, the session was open for the discussion	----	----
		Suggestions were received from the members: <ul style="list-style-type: none">• There should be Student feedback in odd and even semester, and total number of question should be 10 only (mixed question of NAAC teaching and learning and university experience) out of 10 questions, 9 question	Suggestions were accepted	Dean (Academic) to place revised questionnaire of student satisfaction survey (teaching and learning assessment) in the forthcoming IQAC meeting.

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Rachna Mishra
Director IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426



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		should be objective and one question should be subjective.	All members agreed.	----
4.3	To consider and approve the Internship policy.	Dr. Alok Pandya (Placement Coordinator) shared and presented Annex 4.3, Internship Policy, and the meeting was open for discussion.	----	----
		Dr. Ganesh Bajad proposed to include the company or industry verification procedure in which the student chooses to intern.	Suggestions were accepted	----
		<p>Dr. Alok Pandya informed that Any internship opportunities that the student obtains directly must be approved by Department placement coordinator (DPC) in writing before the student begins the internship. DPC will verify the authenticity of the chosen company by students and a confirmation letter will be provided.</p> <p>Dr. Sudhir Bhatt enquired about the the procedure and timeline for information if the student does not have any direct access to internships.</p> <p>Dr. Alok Pandya informed, In that case because of any reason any student is unable to grab an internship opportunity,</p>	All members agreed.	The suggestions have been incorporated (Page no. 4) in the internship policy.

Director IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

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		students must inform one month prior to DPC. Dr. Alok Pandya informed that the recommendations mentioned by the member will be included in the internship policy.		
	Any other items with the permission of the Chair	As there was, no items placed before the Chair for further discussion. The meeting concluded with a vote of thanks from Director IQAC. Director-IQAC, informed the members that the next IQAC meeting will be held on 8th February 2022.	---	---

Reena Mishra
Member Secretary-IQAC

S. P.
Chairperson- IQAC
31/01/22

Cc to:

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President (For information)
2. Office of Registrar (For information)
3. Heads of Department (For Information)
4. Office of the Controller of Examination (For information)
5. Placement coordinator
6. All concerned members

Reena Mishra *Reena* *[Signature]* *[Signature]* *[Signature]*

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Reena Mishra
Director- IQAC
Institute of Advanced Research
The University for Innovation
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Ref.No.: IAR/IQAC/0/2022/06

Dt. 01/02/2022

Notice

Agenda for online meeting of the 5th Internal Quality Assurance Committee (21-22), IAR.

This is to inform you that an online meeting of the 5th Internal Quality Assurance Committee (IQAC) (AY-21-22) of the IAR will be held on **Tuesday 08.02.2022 at 4:00 pm onwards** through Google meet platform. The agenda of the meeting is enclosed. You are requested to kindly make it convenient to attend the meeting.

Google meeting link: meet.google.com/kup-suqm-kyx

Rohit Mishra
Member Secretary

Director-IQAC

To,

The Chairman,
All the members of the IQAC

Encl: Agenda Points of the 5th IQAC meeting



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AGENDA POINTS

Date: 08/02/2022

Time: 4:00 PM onwards

Mode: Online (Google Meet Platform)

Google meeting link: meet.google.com/kup-suqm-kyx

Sr. No	Agenda Points	Presented by
	Welcome notes/ Message by the Chair	Acting Provost
5.1	To adopt the Minutes of 4 th IQAC meeting(AY 2021-22) held on 11/01/2022.(Annexure 5.1)	Director-IQAC
5.2	To consider and approve the report of student satisfaction survey analysis (Annexure 5.2)	Director-IQAC
5.3	To consider and rectify the department/s vision and mission.(Annexure 5.3)	Director-IQAC
	Any other items with the permission of the Chair.	

Rishi Mishra
Member Secretary

Director-IQAC

Cc to

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President
2. Office of Registrar
3. All concerned *members.*



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Ref. No. : IAR/IQAC/0/2022/08

Dt: 16/02/2022

Minutes of the 5th IQAC Meeting (2021-22)

Date: 08/02/2022

Time: 4:00 PM- 5:00 PM

Mode: Online (meet.google.com/kup-suqm-kyx)

Members Present:

1	Dr. Manish Sharma (Acting Provost & Dean Academics)	Chairperson
2	Dr. Roli Mishra (Director-IQAC)	Member Secretary
3	Dr. Anand K. Tiwari (Dean Research and Innovation)	Member
4	Dr. Narendra Kumar (HoD Representative)	Member
5	Dr. Sudhir Bhatt (Faculty Representative)	Member
6	Dr. Ganesh Bajad (Faculty Representative)	Member
7	Dr. Reena Rajput (Faculty Representative)	Member
8	Dr. Alok Pandya (Placement Coordinator)	Invitee
9	Prof. Rao Bhamiddari (President)	Invitee
10	Dr. Manish Parmar (Registrar)	Invitee

Members Absent:

1	Dr. Sachin Sharma (Faculty Representative)	Member
2	Dr. Rajesh Handa (COE)	Member

Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar - 382426

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S.N.	Agenda Points	Discussions	Decision	Action Taken (with date)
	Welcome	The meeting started with the permission of chair. Director-IQAC welcomed and briefed the committee members about the agenda.	----	----
5.1	To adopt the Minutes of 4 th IQAC meeting (AY 2021-22) held on 11/01/2022.	Considered to confirm the Minutes of the 4 th IQAC meeting adopted by circulation on 20/01/2022 and to note the follow up action on the decisions taken in the said meeting.(Annexure 5.1)	The resolution confirms the minutes of the 4 th IQAC meeting adopted on January 21, 2022 and records the follow-up.	----
5.2	To consider and approve the report of student satisfaction survey analysis	Director IQAC, placed a analysis report of student satisfaction survey(SSS) 2021-22 for odd semester and the session was open for the discussion It was decided by the IQAC members through the response of the student was positive. In terms of percentage, the student satisfaction level was found to be 85% and overall average score of 3.4 in all areas of teaching, learning assessment methods and the overall university experience	----- Suggestions were accepted	-----

Director- IQAC
Institute of Advanced Research
The University for Innovation
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Rach Mishra

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12/3/22

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		given by the students, showed a perception of good to excellent. Prof Rao suggested HoD should discuss the SSS reports with the faculty of their department. Registrar office should also take note of the SSS reports for any improvements, if required should be addressed.	All members agreed.	The SSS report are accepted and the Dean (Academic) shared the reports with the Department Head and the Registrar's office.
5.3	To consider and rectify the department/s vision and mission.	Director IQAC, Placed and presented the department/s vision and mission. Annex 5.3, and the meeting was open for discussion. Dr. Anand informed as, Department names have been changed on 31st January 2022 so have to present the vision and Mission statement accordingly. Professor Rao suggested that the Dean (Academic) would see this matter.	---- Suggestions were accepted All members agreed.	---- ---- Department Heads are asked to make changes as suggested and inform.
	Any other items with the permission of the Chair	As there was, no items placed before the Chair for further discussion. The meeting concluded with a vote of thanks from Director IQAC. Director-IQAC, informed the members that the next IQAC meeting will be held on 15th March 2022.	----	----

Director- IQAC
Institute of Advanced Research
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Rohit Mishra
Member Secretary-IQAC

Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba Gandhinagar - 382426

Sfa P
Chairperson- IQAC *12/3/22*

Cc to:

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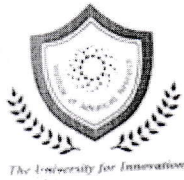
1. Office of President (For information)
2. Office of Registrar (For necessary action)
3. Heads of Department (For necessary action)
4. Office of the Controller of Examination (For information)
5. All concerned members

ASicoam *Reena*
[Signature]

[Signature] *[Signature]*

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Ref. No. IAR/IQAC/0/2022/09

Dt. 09/04/22

Notice

Agenda for online meeting of the 6th Internal Quality Assurance Committee (21-22), IAR.

This is to inform you that an online meeting of the 6th Internal Quality Assurance Committee (IQAC) (AY-21-22) of the IAR will be held on **Tuesday 12.04.2022 at 4:00 pm onwards** through Google meet platform. The agenda of the meeting is enclosed. You are requested to kindly make it convenient to attend the meeting.

Google meeting link: meet.google.com/rex-vfnn-cfj

Rekha Mishra
Member Secretary

Director-IQAC

To,

The Chairman,
All the members of the IQAC

Encl: Agenda Points of the 6th IQAC meeting



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AGENDA POINTS

Date: 12/04/2022

Time: 4:00 PM onwards

Mode: Online (Google Meet Platform)

Google meeting link: meet.google.com/rex-vfnn-cfj

Sr. No	Agenda Points	Presented by
	Welcome notes/ Message by the Chair	Acting Provost
6.1	To adopt the Minutes of 5 th IQAC meeting(AY 2021-22) held on 08/02/2022.(Annexure 6.1)	Director-IQAC
6.2	To consider and approve the format of content of department student support and progression file. (Annexure 6.2)	Director-IQAC
	Any other items with the permission of the Chair.	

Rohit Mishra

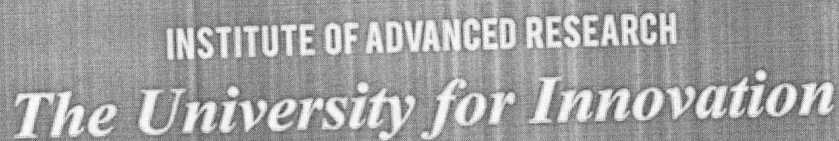
Member Secretary

Director-IQAC

Cc to

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President
2. Office of Registrar
3. All concerned members



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Dt: 06/05/2022

Minutes of the 6th IQAC Meeting (2021-22)

Date: 12/04/2022

Time: 4:00 PM- 5:00 PM

Mode: Online (meet.google.com/rex-vfnn-cfj)

Members Present:

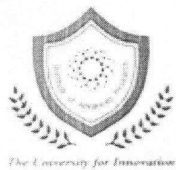
1	Dr. Manish Sharma (Acting Provost & Dean Academics)	Chairperson
2	Dr. Roli Mishra (Director-IQAC)	Member Secretary
3	Dr. Anand K. Tiwari (Dean Research and Innovation)	Member
4	Dr. Narendra Kumar (HoD Representative)	Member
5	Dr. Sudhir Bhatt (Faculty Representative)	Member
6	Dr. Ganesh Bajad (Faculty Representative)	Member
7	Dr. Sachin Sharma (Faculty Representative)	Member
9	Dr. Rajesh Handa (COE)	Member
10	Prof. Rao Bhamiddari (President)	Invitee

Members Absent:

1	Dr. Reena Rajput (Faculty Representative)	Member
2.	Dr. Manish Parmar (Registrar)	Invitee

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India

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S.N.	Agenda Points	Discussions	Decision	Action Taken (with date)
	Welcome	The meeting started with the permission of chair. Director-IQAC welcomed and briefed the committee members about the agenda.	----	----
6.1	To adopt the Minutes of 5 th IQAC meeting(AY 2021-22) held on 08/02/2022.(Annexure 6.1)	Considered to confirm the Minutes of the 6 th IQAC meeting adopted by circulation on 16/02/2022 and to note the follow up action on the decisions taken in the said meeting.(Annexure 6.1)	The resolution confirms the minutes of the 5 th IQAC meeting adopted on 16 th February, 2022 and records the follow-up.	----
6.2	To consider and approve the format of content of department student support and progression file. (Annexure 6.2)	Director IQAC, placed approve the format of content of department student support and progression file and the session was open for the discussion. Dr. Anand Tiwari (Dean Research and Innovation) raised question on <u>point no 2. List of slow and advanced learners</u> What will be the procedure for	----- Suggestions were accepted	-----

[Signature]
Director

[Signature]
Secretary

[Signature]
Registrar

[Signature]
Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

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	identifying the slow and advanced learners? Dean academic expressed that generally identification of slow and advanced learners are based on examination results. The procedure for the same is under process.	All members agreed.	
	<u>For Point no. 8: List of students qualifying in state/ national and international level examination.</u> Dr. Anand suggested to include the qualifying exams, ICMR-SRF, DBT-JRF, UGC inspired fellow and shodh fellow.	Suggestion was accepted All members agreed	Included in the said format. (point no. 8.
	Director(IQAC) Dr. Roli Mishra asked the members that Grievance and redressal complaint will be maintain by Department Heads or Grievance and redressal Committee?	For Redressal and grievance Dean (academic) and Registrar will conduct the meeting and inform.	It was confirmed that academic related matters will be addressed by Dean (Academics) and other grievance and redressal matters will be addressed by student affairs.
Any other items with the permission of the Chair	As there was, no items placed before the chair for further discussion. The meeting concluded with a vote of thanks from Director IQAC.	----	Director- IQAC Institute of Advanced Research The University for Innovation Koba- Gandhinagar-382426 <i>Roli Mishra</i>

[Signature]
Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar - 382 426, Gujarat - India

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Rahul Mishra
06/05/2022
Member Secretary-IQAC

S. P. P.
Chairperson- IQAC

Cc to:

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President (For information)
2. Office of Registrar (For necessary action)
3. Heads of Department (For implementation)
4. Office of the Controller of Examination (For information)
5. All concerned members

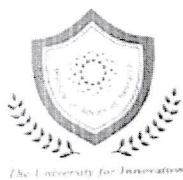
H. P. P.
Director

S. P. P.
Chairperson

S. P. P.
Rahul Mishra
Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

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Ref. No.: IAR/IQAC/0/2022/12

Dt. 11/05/2022

Notice

Agenda for online meeting of the 7th Internal Quality Assurance Committee (21-22), IAR.

This is to inform you that an online meeting of the 7th Internal Quality Assurance Committee (IQAC) (AY-21-22) of the IAR will be held on Tuesday 17.05.2022 at 4:00 pm onwards through Google meet platform. The agenda of the meeting is enclosed. You are requested to kindly make it convenient to attend the meeting.

Google meeting link: meet.google.com/yjs-geqh-yps

Roh Mishra

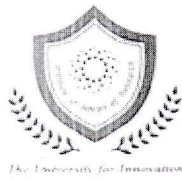
Member Secretary

Director-IQAC

To,

The Chairman,
All the members of the IQAC

Encl: Agenda Points of the 7th IQAC meeting



INSTITUTE OF ADVANCED RESEARCH
The University for Innovation

Established under the Gujarat Private Universities Amendment Act 2011 and recognized under section 22 and 2(f) of UGC

AGENDA POINTS

Date: 17/05/2022

Time: 4:00 PM onwards

Mode: Online (Google Meet Platform)

Google meeting link: meet.google.com/yjs-geqh-yps

Sr. No	Agenda Points	Presented by
	Welcome notes/ Message by the Chair	Acting Provost
7.1	To adopt the Minutes of 6 th IQAC meeting(AY 2021-22) held on 12/04/2022.(Annexure 7.1)	Director-IQAC
7.2	To consider and approve the format of content of department research file. (Annexure 7.2)	Director-IQAC
	Any other items with the permission of the Chair.	

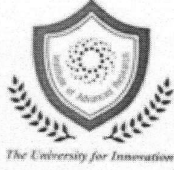
Rohit Mishra
Member Secretary 11/05/2022

Director-IQAC

Cc to

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President
2. Office of Registrar
3. All concerned members



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Ref. No. : IAR/IQAC/0/2022/16

Dt: 08/06/2022

Minutes of the 7th IQAC Meeting (2021-22)

Date: 17/05/2022

Time: 4:00 PM- 5:00 PM

Mode: Online (meet.google.com/yjs-geqh-yps)

Members Present:

- | | | |
|----|---|------------------|
| 1 | Dr. Manish Sharma (Acting Provost & Dean Academics) | Chairperson |
| 2 | Dr. Roli Mishra (Director-IQAC) | Member Secretary |
| 3 | Dr. Anand K. Tiwari (Dean Research and Innovation) | Member |
| 4 | Dr. Narendra Kumar (HoD Representative) | Member |
| 5 | Dr. Reena Rajput (Faculty Representative) | Member |
| 6 | Dr. Sudhir Bhatt (Faculty Representative) | Member |
| 7 | Dr. Ganesh Bajad (Faculty Representative) | Member |
| 8 | Dr. Sachin Sharma (Faculty Representative) | Member |
| 9 | Dr. Rajesh Handa (COE) | Member |
| 10 | Prof. Rao Bhamiddari (President) | Member |

Members Absent:

- | | | |
|----|-------------------------------|---------|
| 11 | Dr. Manish Parmar (Registrar) | Invitee |
|----|-------------------------------|---------|

Handwritten signatures and stamps:
- Signature of Dr. Manish Sharma (Chairperson)
- Signature of Dr. Roli Mishra (Director-IQAC)
- Signature of Dr. Anand K. Tiwari (Dean Research and Innovation)
- Signature of Dr. Narendra Kumar (HoD Representative)
- Signature of Dr. Reena Rajput (Faculty Representative)
- Signature of Dr. Sudhir Bhatt (Faculty Representative)
- Signature of Dr. Ganesh Bajad (Faculty Representative)
- Signature of Dr. Sachin Sharma (Faculty Representative)
- Signature of Dr. Rajesh Handa (COE)
- Signature of Prof. Rao Bhamiddari (President)
- Signature of Dr. Manish Parmar (Registrar)
- Stamp: Director- IQAC, Institute of Advanced Research, The University for Innovation, Koba- Gandhinagar-382426
- Date: 17/6/22

Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar - 382 426, Gujarat - India

E-mail: registrar@iar.ac.in, contact@iar.ac.in Website: www.iar.ac.in, Ph. No. 079 61804300



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S.N.	Agenda Points	Discussions	Decision	Action Taken (with date)
	Welcome	The meeting started with the permission of chair. Director-IQAC welcomed and briefed the committee members about the agenda.	----	----
7.1	To adopt the Minutes of 6 th IQAC meeting (AY 2021-22) held on 12/04/2022. (Annexure 7.1)	Considered to confirm the Minutes of the 6 th IQAC meeting adopted by circulation on 06/05/2022 and to note the follow up action on the decisions taken in the said meeting.(Annexure 7.1)	The resolution confirms the minutes of the 6 th IQAC meeting adopted on 6 th May, 2022 and records the follow-up.	----
7.2	To consider and approve the format of content of department research file. (Annexure 7.2)	Director IQAC, placed the format and content of department research file and the session was open for the discussion. Dr. Narendra Kumar (Head representative) and others member suggested to include for each point supporting documents are necessary.	----- Suggestions were accepted All members agreed.	----- Have been included in each point.

Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

Rab Mishra

Dr. [Signature]

Stamp
17/6/22

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	<p>For Point no. 5: Record of faculty received grants for research projects sponsored by the government/ non-government agencies. Dr. Anand (Dean Research and innovation) suggested to include budget sanctioned and budget received.</p> <p>For Point no. 6: Record of FDP /workshops/seminars/conferences conducted or attended by the faculty. Members suggested to include the convener and co-convener for the record of workshop.</p> <p>For Point no. 10: Number of research papers in the Journals notified on UGC website. Dr. Anand suggested to include Title of review article along with title of research article in also in column 2.</p> <p>For Point no. 12: E-content is developed by teachers. Dr. Anand suggested to include the name of the module developed. Platform on which module developed and date of launching E-content (as per the NAAC-Criteria 3.4.7).</p> <p>For Point no. 15: For the record of Consultancy. Dr. Ananad suggested to take NAAC format 3.5.2.</p>	<p>Suggestion were accepted</p> <p>All members agreed</p>	<p>Have been included in the said format. (point no. 5, 6, 10, 12 and 15)</p>
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Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba, Gandhinagar-382426

Ratna Mishra

Reena

Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar - 382 426, Gujarat - India

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	Any other items with the permission of the Chair	As there was, no items placed before the chair for further discussion. The meeting concluded with a vote of thanks from Director IQAC.	----	----
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Roh Mishra
Member Secretary-IQAC
Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

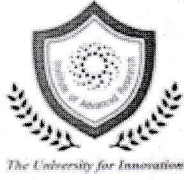
S. Parth
Chairperson- IQAC
13/6/22

Cc to:

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President (For information)
2. Office of Registrar (For information)
3. Office of Dean (Research and Innovation) (For information)
3. Heads of Department (For implementation)
4. Office of the Controller of Examination (For information)
5. All concerned members

[Signatures]



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Ref. No. *IAR/IQAe/0/2022/21*

Dt. *20.06.2022*

Notice

Agenda for online meeting of the 8th Internal Quality Assurance Committee (21-22), IAR.

This is to inform you that an online meeting of the 8th Internal Quality Assurance Committee (IQAC) (AY-21-22) of the IAR will be held on **Wednesday 29.06.2022 at 3:30 pm onwards** through Google meet platform. The agenda of the meeting is enclosed. You are requested to kindly make it convenient to attend the meeting.

Google meeting link: meet.google.com/wzz-aesn-cvm

Ravi Mishra

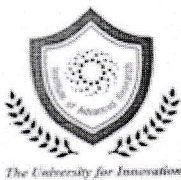
Member Secretary

Director-IQAC

To,

The Chairman,
All the members of the IQAC

Encl: Agenda Points of the 8th IQAC meeting



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AGENDA POINTS

Date: 29/06/2022

Time: 3:30 PM onwards

Mode: Online (Google Meet Platform)

Google meeting link: meet.google.com/wzz-aesn-cvm

Sr. No	Agenda Points	Presented by																																				
	Welcome notes/ Message by the Chair	Acting Provost																																				
8.1	To adopt the Minutes of 7 th IQAC meeting(AY 2021-22) held on 17/05/2022.(Annexure 8.1)	Director-IQAC																																				
8.2	To consider and review the format of following IQAC approved documents for the academic session 2022-23.(Annexure 8.2)	Director-IQAC																																				
	<table><tr><th>Sr.No.</th><th>Document No.</th><th>Document Name</th><th>Version No.</th></tr><tr><td>1.</td><td>IQAC/2021-22/01</td><td>Service Satisfaction Questionnaire</td><td>01</td></tr><tr><td>2.</td><td>IQAC/2021-22/02</td><td>Course File</td><td>02</td></tr><tr><td>3.</td><td>IQAC/2021-22/03</td><td>Mentor-Mentee Report</td><td>02</td></tr><tr><td>4.</td><td>IQAC/2021-22/04</td><td>Format of notices/attendance/minutes of meeting</td><td>01</td></tr><tr><td>5.</td><td>IQAC/2021-22/05</td><td>Laboratory Manual</td><td>01</td></tr><tr><td>6.</td><td>IQAC/2021-22/06</td><td>Departmental Files</td><td>01</td></tr><tr><td>7.</td><td>IQAC/2021-22/07</td><td>Co-curricular and Extra-curricular Activity Report Writing checklist</td><td>01</td></tr><tr><td>8.</td><td>IQAC/2021-22/08</td><td>Notices/Information to be displayed On Laboratory Display Board.</td><td>01</td></tr></table>	Sr.No.	Document No.	Document Name	Version No.	1.	IQAC/2021-22/01	Service Satisfaction Questionnaire	01	2.	IQAC/2021-22/02	Course File	02	3.	IQAC/2021-22/03	Mentor-Mentee Report	02	4.	IQAC/2021-22/04	Format of notices/attendance/minutes of meeting	01	5.	IQAC/2021-22/05	Laboratory Manual	01	6.	IQAC/2021-22/06	Departmental Files	01	7.	IQAC/2021-22/07	Co-curricular and Extra-curricular Activity Report Writing checklist	01	8.	IQAC/2021-22/08	Notices/Information to be displayed On Laboratory Display Board.	01	
Sr.No.	Document No.	Document Name	Version No.																																			
1.	IQAC/2021-22/01	Service Satisfaction Questionnaire	01																																			
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4.	IQAC/2021-22/04	Format of notices/attendance/minutes of meeting	01																																			
5.	IQAC/2021-22/05	Laboratory Manual	01																																			
6.	IQAC/2021-22/06	Departmental Files	01																																			
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9.	IQAC/2021-22/09	Course Content Format (Theory and Practical)	01	
10.	IQAC/2021-22/10	Employee Handover Form	01	
11.	IQAC/2021-22/11	File Nomenclature	01	
12.	IQAC/2021-22/12	Academic Audit Report Format	01	
13.	IQAC/2021-22/13	Laboratory Audit Report Format	01	
14.	IQAC/2021-22/14	Library Audit Report Format	01	
15.	IQAC/2021-22/15	Student Satisfaction Survey (Teaching and Learning and Evaluation)	02	
16.	IQAC/2021-22/16	Internship Policy	01	
	Any other items for discussion with the permission of the Chair.			

Roh Mishra

Member Secretary

Director-IQAC

Cc to

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

- ✓1. Office of President
- ✓2. Office of Registrar
- ✓3. Head of Departments(For information)
- ✓4. Placement Coordinator(For Information)
- ✓5. All concerned members



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Eight Meeting of Internal Quality Assurance Committee (2021-22)

Date: 29/06/2022

Time: 3.30 PM-4:30PM

Mode of Meeting: meet.google.com/wzz-aesn-cvm

Attendance Sheet

Sr. No.	Name	Position in Committee	Signature
1	Dr. Manish Sharma (Acting Provost & Dean Academics)	Chairperson	<i>s. jain</i>
2	Dr. Anand K. Tiwari(Dean Research and Innovation	Member	<i>A. K. Tiwari</i>
3	Dr. Narendra Kumar (HoD Representative)	Member	<i>N. K.</i>
4	Dr. Sudhir Bhatt(Faculty Representative)	Member	<i>S. Bhatt</i>
5	Dr. Sachin Sharma (Faculty Representative)	Member	<i>Absent</i>
6	Dr. Reena Rajput (Faculty Representative)	Member	<i>Reena</i>
7	Dr. Ganesh Bajad(Faculty Representative)	Member	<i>G. Bajad</i>
8	Dr. Rajesh Handa(COE)	Member	<i>R. Handa</i>
9	Dr. Manish Parmar (Registrar)	Invitee	<i>M. Parmar</i>
10	Prof. Rao Bhamiddari (President)	Invitee	<i>online</i>

Reena Mishra

Member Secretary

Director-IQAC



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Ref. No. : IAR/IQAC/0/2022-23/03

Dt: 16/09/2022

Minutes of the 8th IQAC Meeting (2021-22)

Date: 29/06/2022

Time: 3:30 PM- 4:30 PM

Mode: Online (meet.google.com/wzz-aesn-cvm)

Members Present:

1	Dr. Manish Sharma (Acting Provost & Dean Academics)	Chairperson
2	Dr. Roli Mishra (Director-IQAC)	Member Secretary
3	Dr. Anand K. Tiwari (Dean Research and Innovation)	Member
4	Dr. Narendra Kumar (HoD Representative)	Member
5	Dr. Reena Rajput (Faculty Representative)	Member
6	Dr. Sudhir Bhatt (Faculty Representative)	Member
7	Dr. Ganesh Bajad (Faculty Representative)	Member
8	Dr. Sachin Sharma (Faculty Representative)	Member (Absent)
9	Dr. Rajesh Handa (COE)	Member
10	Dr. Manish Parmar (Registrar)	Invitee
11	Prof. Rao Bhamiddari (President)	Invitee

Roli Mishra
Director- IQAC
Institute of Advanced Research
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Koba- Gandhinagar-382426

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3/Jan/22
21/9/22



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S.N.	Agenda Points	Discussions	Decision	Action Taken (with date)
	Welcome	The meeting started with the permission of chair. Director-IQAC welcomed and briefed the committee members about the agenda.	----	----
8.1	To adopt the Minutes of 7 th IQAC meeting (AY 2021-22) held on 17/05/2022. (Annexure 8.1)	Considered to confirm the Minutes of the 7 th IQAC meeting adopted by circulation on 08/06/2022 and to note the follow up action on the decisions taken in the said meeting.	The resolution confirms the minutes of the 7 th IQAC meeting adopted on 8th June, 2022 and records the follow-up.	----
8.2	To consider and review the format of following IQAC approved documents for the academic session 2022-23. (Annexure 8.2)	Director IQAC, placed the IQAC approved documents for the review for the academic session 2022-23.	----	----
	<u>S.No. Doc. No. Doc. name Ver.No.</u> 1. IQAC/2021-22/01 Service Satisfaction Questionnaire 01	IQAC/2021-22/01 Service Satisfaction Questionnaire: Prof. Rao suggested to include Research and Innovation services and Placement services questionnaire in the existing service satisfaction questionnaire.	Suggestions were accepted All members agreed.	Research and Innovation services and placement services questionnaires have been included in the service and satisfaction survey questionnaire.

Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar - 382 015, Gujarat, India

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Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

21/6/22



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	2.IQAC/2021-22/02 Course File 02	IQAC/2021-22/02 Course File: Prof. Reena Rajput suggested to include semester wise attendance report in the course file instead of monthly attendance report.	Suggestions were accepted All members agreed.	Suggestion has been incorporated in the document. Internal quality assurance cell (Chairperson and Director IQAC reviewed the document further and following changes included in the document. 1. Table of content divided into static and dynamic parameters. 2. Removed the student category (slow and advanced learner). 3. The document collection from ERP path provided. 4. Some minor modifications
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India

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Reena Mishra
Director IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

s/p
21/9/22



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			included in course file format.
3.IQAC/2021-22/03 Mentor-Mentee Report 02	IQAC/2021-22/03 Mentor-Mentee Report: Dr. Ganesh and Prof. Reena provide suggestions for parent teacher meeting and attendance record and mid semester record related information should be shared with parents via email or post from student affairs office. Dean Academic Dr. Manish Sharma pointed out that we are going to review the mentor mentee report format thoroughly.	Suggestions were accepted	Mentor-mentee report format reviewed and modifications are included in the documents.
4.IQAC/2021-22/04 Format of notices/attendance/minutes of meeting01	No Suggestions	All members agreed.	Some minor modifications in the document.
5.IQAC/2021-22/05 Laboratory Manual 01	No suggestions	All members agreed.	No new changes included in the existing document.
6.IQAC/2021-22/06 Departmental Files 01	No suggestions from members Director IQAC informed to members that there are some changes in Department file names that will be modified.	All members agreed.	Changes have been incorporated in existing Department file document.
7. IQAC/2021-22/07 Co-curricular and Extra-curricular Activity Report Writing checklist 01	No suggestions	----	Co-curricular and Extra-curricular Activity Report Writing

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Director- IQAC
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21/9/22



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			checklist document format have been modified by Dean (Academics) align to IIC format given by Dean(R & I).
8. IQAC/2021-22/08 Notices/Information to be displayed On Laboratory Display Board 01	Dr. Narendra Kumar (Head representative suggested to remove the point 1,3,6,7 and 8 from list as that will be available in laboratory manual and course file. 1. List of Experiments. 3. Evaluation Criteria of Practical Course. 6. List of Students (Batch wise) performing practical in laboratory. 7. Availability of First Aid Kit 8. Learning Outcomes of the Practical Course/Program.	Suggestion were accepted All members agreed.	Changes have been incorporated in the existing document.
9. IQAC/2021-22/09 Course Content Format (Theory and Practical) 01	Director IQAC suggested to write course code in CO(Course outcome) Example: CO-CH701.1 CO-CH701.2	All members agreed	Changes have been incorporated in the existing document.
10. IQAC/2021-22/10 Employee Handover Form 01	No suggestions	----	No new changes included in the existing document.

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India

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Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

3/10/22
21/9/22



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11./2021-22/11 File Nomenclature 01	No suggestions	----	No new changes included in the existing document.
12. IQAC/2021-22/12 Academic Audit Report Format 01	No suggestions	----	No new changes included in the existing document.
13. IQAC/2021-22/13 Laboratory Audit Report Format 01	No suggestions	----	No new changes included in the existing document.
14. IQAC/2021-22/14 Library Audit Report Format 01	No suggestions	----	No new changes included in the existing document.
15. IQAC/2021-22/15 Student Satisfaction Survey (Teaching and Learning and Evaluation) 02	Dean (Academic) informed that document he will share with IQAC.	Suggestion were accepted All members agreed.	Document received from Dean (Academics) office. There are total eleven questions related to Teaching and Learning and Evaluation criteria in Student Satisfaction Survey (SSS) The questionnaire of SSS contains one subjective question and 10 objective questions (0-4) scale.

[Signature]
Reena

[Signature]

[Signature]

Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426

Institute Of Advanced Research, The University For Innovation, Koba Institutional Area, Gandhinagar
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[Signature]
21/9/22



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16.IQAC/2021-22/16 Internship Policy 01	Director IQAC, Informed to chairperson and member secretary of Internship Committee to update the signature page of Internship Policy as members and department names are changed.	Suggestion were accepted All members agreed.	Suggestion have been incorporated in the said existing Internship document.
Any other items with the permission of the Chair	As there was, no items placed before the chair for further discussion. The meeting concluded with a vote of thanks from Director IQAC.	----	----

Ratna Mishra
Member Secretary-IQAC

s/p
21/5/22
Chairperson- IQAC

Cc to:

A copy of the letter is forwarded to the following for kind information and necessary action by the concerned, please:

1. Office of President (For information)
2. Office of Registrar (For information and Implementation)
3. Office of Dean (Research and Innovation) (For information)
3. Heads of Department (For implementation)
4. Office of the Controller of Examination (For information)
5. All concerned members

[Signature]

Reema

[Signature]

Ratna Mishra

Director- IQAC
Institute of Advanced Research
The University for Innovation
Koba- Gandhinagar-382426
Gujarat -

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[Signature]

s/p
21/5/22