

**A. IQAC Meeting – 2<sup>nd</sup> March 2023**

**Bhagwan Mahavir University, Surat**

**Internal Quality Assurance Cell (IQAC) Meeting – BMU**

**Subject: Understand the roles of IQAC in the Academic Improvement and NAAC**

**MEETING AGENDA**

Meeting of all Deans/Directors/Principals, Academic Heads and NAAC Coordinators of Bhagwan Mahavir University, Surat is called on date **02/03/2023** at 2:00 PM at **Admin Building Conference Room**, Bhagwan Mahavir University, VIP Road, Vesu, Surat.

**1. Proposed meeting agenda Point wise as under;**

- a) **Re-constitution of IQAC Committee**
- b) **IQAC Policy Frame work and discussion**
- c) **Understanding roles and responsibilities of IQAC**
- d) **Formulation of NAAC organization framework and action plan**
- e) **Discussion on Tasks assignment and documentation strategies**
- f) **Guidance and forward path directions from Hon. Provost**

You are kindly requested to make it convenient to attend the meeting.

**Sanjhaay H Buch**

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**(Signature)**

**Dr. Sanjay Buch, IQAC - Director**

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## **Internal Quality Assurance Cell (IQAC) Meeting – BMU**

**Subject: Understand the roles of IQAC in the Academic Improvement and NAAC**

### **MINUTES OF THE MEETING**

Meeting of all Deans/Directors/Principals, Academic Heads and NAAC Coordinators of Bhagwan Mahavir University, Surat is called on date **02/03/2023** at 2:00 PM at **Admin Building Conference Room**, Bhagwan Mahavir University, VIP Road, Vesu , Surat.

**The meeting was attended by the following members:**

#### **Agenda of meeting & conclusion point wise;**

**Agenda 1:- Opening remark by Dr. Nirmal Sharma, Provost, BMU about the purpose**

**Discussion:** Dr. Nirmal Sharma, Provost, BMU has addressed all the participants and emphasised the needs to establishing Systems and Processes in the academic governance as well administration. He has further stressed that the quality of working will automatically improves and gives the desired outcome once proper systems & processes are in place. The purpose of the meeting along with the IQAC importance under the guidelines of UGC as well as NAAC addresses.

**Action Taken:** Directed Dr. Sanjay Buch to explained the IQAC framework through PPT presentation.

**Agenda 2:- Discussion on NEED of IQAC**

**Discussion:** The presentation was made and explained to all participants about the ;

- BMU's Strategic Academic Pillars,
- What is IQAC?
- Why IQAC required?

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- Strategies of IQAC ?

### Agenda 3:- BMU IQAC Role & Responsibilities

**Discussion:** The detailed discussion on IQAC was done and Dr. Sanjay Buch has presented the Roles and Responsibilities of IQAC as per the guidelines of UGC/NAAC. The Roles and Responsibilities of IQAC are as under;

#### a) Objectives of IQAC:

- Promoting QA culture within the universities
- **Building image** of the university to the stakeholders with confidence, transparency, and accountability
- Ensuring good practices in all aspects of management
- **Preparing the programs and university** to meet the external QA and accreditation requirements.

#### b) Major Functions of IQAC

- Define mission and objectives of the university
- Develop standards and benchmarks
- Develop a data base with open access to all
- Develop an Institutional QA Strategic Plan
- Co-ordinate/organize workshops, seminars and appropriate training for capacity building
- Facilitate **self-assessment** at program and institutional level

#### c) Roles and Responsibilities of IQAC:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

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- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programs /activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

### **d) Benefits of IQAC:**

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in HEIs;
- Build an organized methodology of documentation and internal communication.

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### e) Plan of Actions as per UGC Guidelines

1. Activities reflecting the goals and objectives of the University
2. New academic programmes initiated (UG and PG)
3. Innovations in curricular design and transaction
4. Inter-disciplinary programmes started
5. Examination reforms implemented
6. Candidates qualified: NET/SLET/GATE etc.
7. Initiative towards faculty development programme
8. Total number of seminars/workshops conducted
9. Research projects a) Ongoing; b) Completed
10. Patents generated, if any
11. New collaborative research programmes
12. Research grants received from various agencies
13. Details of research scholars
14. Citation index of faculty members and impact factor
15. Honors/Awards to the faculty: National and International
16. Internal resources generated
17. Details of departments getting assistance/recognition under SAP,
24. Feedback from stakeholders
25. Unit cost of education
26. Computerization of administration and the process of admissions and examination results, issue of certificates
27. Increase in the infrastructural facilities
28. Technology upgradation
29. Computer & internet access and training to teachers, non-teaching staff and students
30. Financial aid to students
31. Activities and support from the Alumni Association
32. Activities and support from the Parent-Teacher Association
33. Health services
34. Performance in sports activities
35. Incentives to outstanding sportspersons
36. Student achievements and awards
37. Activities of the Guidance and Counselling unit
38. Placement services provided to students
39. Development programmes for non-teaching staff
40. Good practices of the institution

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COSIST,(ASSIST)/DST, FIST, and other programmes

18.

Community services

19.

Teachers and officers newly recruited

20.

Teaching – Non-teaching staff ratio

21.

Improvements in the library services

22.

New books/journals subscribed and their value

23.

Courses in which student assessment of teachers is introduced and the action taken on student feedback

41.

Linkages developed with National/ International, academic/research bodies

42.

Action Taken Report on the AQAR of the previous year

43.

Any other relevant information the University wishes to add.

### Agenda 4 :- Composition of IQAC Structure

**Discussion:** The composition of the IQAC Structures as per the UGC/NAAC guidelines has been presented as under:

- The IQAC shall be constituted under the chairmanship of the Vice Chancellor of the University.
- He/ She may be assisted by a Director who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned, or a new position of a full-time Director may be created and a person is selected and appointed or a senior faculty member is posted by redeployment.
- The IQAC shall have the following composition:
  - Vice Chancellor of the University – Chairperson
    - a) **Eight senior teachers and one senior administrative official - Members**
    - b) **Minimum Three external experts on Quality Management/Industry/ Local Community - Members**
    - c) Director of IQAC – Member Secretary
- Note: b) & c) will be appointed by Vice Chancellor of the University.

### Agenda 5:- Monitoring Mechanism of IQAC

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**Discussion:** The Monitoring mechanism of IQAC was briefly discussed and Presented as under:

- The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation.
- During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.
- The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.
- The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

### **Agenda 6:- Brief overview of NAAC Criteria**

**Discussion:** The Brief overview of NAAC Criteria along with its weightage was presented and explained.

**Action Taken:** Meeting of All Committee members will have call and discuss the future road map.

### **Agenda 7:- BMU's Approach for the NAAC Preparation**

**Discussion:** The BMU's approach for the NAAC preparation and proposed framework was presented as under;

- a) The steering committee for the NAAC to be constituted. The steering committee will coordinate with NAAC and all Criteria chairman. Further steering committee will manage the BMU's NAAC data centrally as well as comply all IIQA, NAAC

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and related details in NNAC Portal. The Steering committee will comprising of a s under ;

- Provost , Chair Person
- Registrar , Member Secretary
- Dy. Registrar
- Kural Patel
- IQAC - Director

b) Each Criteria will be headed by the eminent Dean/Director/Principal as nominated by Provost, BMU. The responsibilities of Criteria Chairman will be as under ;

- Study the NAAC Manual and provisions
- Understand the Data requirements
- Identification of Criteria wise Gap Analysis
- Collection, compilation and verification of quantitative data
- Preparing the responses for the qualitative questions
- Review and monitoring with each college coordinator for data collection status
- Coordination with NAAC Core team
- Submitting the status of Data collection and gap full-filment to NAAC core team/steering committee

c) Each Criteria will be having Coordinator at BMU level , who will be supporting Criteria Chairman for all NAAC related preparation related to the respective criteria.

d) Each Constituent College will constitute the NAAC committee for seven criterial and align with the respective BMU level NAAC Criteria Chairman.

### **Agenda 8:- BMU's Approach for the Data collection and Documentation**

**Discussion:** The approach for the Data Collection, Documentation and Team working has been presented and discussed as under;

a) **Objectives:**

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- One Vision – Accreditation grade A+
- One version of data at each place
- Multiple use of the same data
- Easy access
- Integrated approach within the Criteria wise team

### b) Team Working Approach:

- Focus on meeting agenda during the meeting
- Be positive and optimistic about our vision/goals
- Avoid follow-up for work assigned
- Avoid criticism and comparison within team
- Avoid communication gaps with Criteria chairman
- Timely submission of data at given target date
- Be Open and Transparent
- Punctual while attending meeting
- Required preparation should be done before attending the meeting
- Respond the communication of Team NAAC without fail
- Don't bring grievances while working for accreditation process
- Adopt integrated approach within the team
- Avoid social media posting related to BMU accreditation matter

### c) Data Collection Approach:

- Data should be provided only in the format provided by Team - Accreditation
- Data should be verified and authenticated by the Institutional Head before submission
- Validate the data against the actual proof
- Establish the cross audit process to validate collection, preservation, correctness and orderliness on regular basis
- Generate the data systematically and scientifically

### d) Guidelines for Data Preservation:

- Keep the soft copy of data at central place in the institution
- Decide the file name convention which can be easily understandable and highlight the purpose
- Keep the back-up of data
- Hard copy of important report/Data should be kept in the Department/Institute for verification
- Authenticated hard copy should be submitted to team NAAC
- Ensure that data is being handed over to Criteria Chairman and Team - Accreditation
- Submit copy of monthly data to BMU office on regular basis
- Avoid data copy/storing on Google Drive

### e) Actions required from the College:

- Nominate the college wise Criteria coordinators and send the list of coordinators along with contact details
- Coordinators should have focused approach and ability to do the documentation
- Should be Having sense of ownership
- Respond to the communication received from Criteria Chairman, NAAC Committee or IQAC

**Action Taken:** Hon. Provost, BMU has directed all Dean/Director/Principal to establish the college Level framework as discussed above and communicate to Dy. Registrar on immediate basis within next three working days.

**Agenda 9:- Open discussion and suggestions from participants**

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**Discussion:** Hon. Provost has appreciated the presentation and discussion taken place in the meeting. He has requested all Participants to give their suggestions/views for the better planning and execution. The suggestions/views given by the participants are as under;

- Dr. Vineet Jain, Director, Pharmacy College and Dean- Research has suggested to prepare the calendar for focused discussion and review the progress on regular basis.
- Dr. Piyush Desai, Dean, Science college has appreciated the content covered and suggested to follow the one standard at BMU Level.
- Dr. B H Thimmapa, Principal, Science College has extended the support and emphasised on integrated working within the team.
- Dr. Neelima Kamjulla, Director, Management college has mentioned her experience during the working in ISO and other quality assurance initiatives.

### **Agenda 10:- Guidance and concluding remark by Provost**

**Discussion and Actions :** Hon. Provost, BMU has guided all the participants and re-emphasized the requirements of NAAC accreditation for the University. He further advised all that the adherence and adoption of proper systems & Processes will automatically yield the desired outcome. At the end Provost, BMU has intimated as under and Directed the Registrar, BMU to issue the related official notifications:

- The Reconstitution of IQAC Cell has been intimated to all participants.
- NAAC Criteria wise Chairman has been nominated
- IQAC – Director has been nominated
- Directions were given to IQAC Director to organize the periodic regular review and meetings.

**Action Taken:** Nominations in IQAC, Steering committee, Criteria Chairmans haven been done. Directed Dy. Registrar and IQAC Director to decide and nominate the Criteria coordinators at BMU Level. He has further directed to collect the names of college wise NAAC Committee members on priority basis.

### **Agenda 11:- Conclusion of meeting with Vote of thanks**

**Discussion:** The meeting was concluded with Vote of thanks by Dr. Sanjay Buch.

**Sanjhaay H Buch**

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**(Signature)**

**Dr. Sanjay Buch**

**Director, IQAC**

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**NOTE: - Attendance sheet is attached separately**

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### B. IQAC Meeting – 10th August 2023

Ref. No: BMU\IQAC\2023-2024\002

Date: 10-08-2023

### IQAC Meeting - 02

The Second meeting Internal Quality Assurance Cell of BMU has been planned on Thursday dated 10<sup>th</sup> August 2023 1:00 PM at Seminar Hall, Pharmacy College.

During the Meeting following agenda will be transacted;

	Description	By Whom
1	Welcome Address	Dr. Sanjay Buch
2	Introduction of Dr. S K Tank	Dr. Sanjay Buch
3	Brief discussion on rough Gaps Analysis Criteria wise and forward path	Respective Criteria Chairman
4	Discussion and Finalization of Criteria wise Gap Analysis Schedule	Dr. Sanjay Buch under the guidance of respective criteria chairman
5	Preparing and submission of Criteria wise metric wise list of support documents required for NAAC	Dr. Yogesh Pahariya, Dean - Academic
6	Ratification of MoMs of criteria wise meeting conducted by Criteria Chairman	Respective Criteria Chairman
7	Evaluation Reforms – Chapter 7 of SOP for Implementation of NEP	COE & Dean – Academic
8	Change in the Weightage factors of Key Indicators in NAAC Reforms	Dean- Academic
9	Concluding Remark and Guidance	Dr. Nirmal Sharma, Provost

**Sanjhaay H Buch**

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Dr. Sanjay Buch  
Director, IQAC

## IQAC Meeting and Minutes of Meetings

### Discussion Points, Actions and Conclusion

The Second meeting Internal Quality Assurance Cell of BMU has been planned on Thursday dated 10<sup>th</sup> August 2023 1:00 PM at Seminar Hall, Pharmacy College.

During the Meeting following agenda will be transacted;

Agenda No	Agenda Description and Discussion	Actions Taken
1	<b>Welcome Address:</b>  D. Sanjay Buch, Director, IQAC welcomed all the all members of IQAC and NAAC coordinators for their participation in the IQAC meeting 02;	Welcomed all members of IQAC
2	<b>Introduction of Dr. S K Tank:</b>  Dr. S K Tank, Dean, Science College was introduced with his brief profile. Further he has accepted the leadership of Criteria -01 Curricular Aspects.	Dr. S K Tank has accepted the Chairmanship of Criteria -02
3	<b>Brief discussion on rough Gaps Analysis Criteria wise and forward path:</b>  Each Criteria Chairman has presented the status regarding rough gap Analysis and status which is as under:  1. Dr. Sumita Dasgupta, Criteria-01 Coordinator has presented the status of work done in the criteria -1 till today. Criteria team conducted the discussion and meeting several times and worked out the strategies. CO-PO drafting, Mapping, BOS File status discussed. Further Feedback forms of different stakeholders involved in the curricular aspects have been designed and ready for obtaining the feedback.  2. Dr. Vineet Jain, Criteria – 02 Chairman presented the status of various records pertaining to support Teaching, Learning and Evaluation. He further emphasised for required home work by each coordinator before attending the meeting. Required records and documents were discussed. Support from Examination	Documents to be prepared in line with the NAAC requirements. CO-PO Mapping to be done. Feedback of stakeholders to be obtained every year on regular basis along with action taken status.  Hard work and dedicated efforts required for Criteria -02. Coordinator should prepare them self before attending the meeting. Collective team work is must.

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Agenda No	Agenda Description and Discussion	Actions Taken
	Department related to Evaluation records was requested.	
3.	Dr. Zarna Dedania, Criteria – 03 Chairman discussed the requirement and present status of matrix in detailed. She has requested to submit the hard copy of papers as well as publication details as supporting documents. Request for increasing of publications tally was made before all the members. Further Extension activities and consultancy status was presented and explained the importance of all during the NAAC inspection.	Publications to be increased. Focus on Patent, Consultancy and Extension activities to be given. Funded projects to be attempted and attempt should be made to obtain the grant for the research.
4.	Snehal Patel, Criteria – 04 Chairman presented the status of Infrastructure, Library resources and Students computer ratio details. He further requested the support of finance department for providing the documentary support related to various Infrastructure, IT, AMC and Software expenses as they required to be presented in the NAAC.	Library Usage and Utilization to be increased. Library Management to be digitized.
5.	Dr. Hitesh Joshi, Criteria – 05 Chairman Presented the details and status related to the students support and progression records and data. Students Support and activities documents requires to be organized properly for NAAC compliance.	Students Feedback and records related to support activities to be managed properly.
6.	Dr. Sanjay Buch, Criteria – 06 Coordinator discussed the status related Leadership, Governance and Management, Current practices of BMU discussed along with the possible gaps.	Grants from Government, Semi-government and private agencies to be focused. Support to the faculty for attending workshop/seminars to be given.
7.	Dr. Neelima Kamjulla, Chairman Criteria – 07 presented the details about the Best Practices. Each college requested to provide the details of minimum two best practices followed. Various alternative	Member from each college to be nominated against the faculty member left.  Average estimated weightage can be obtained in the range of 50 to

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Agenda No	Agenda Description and Discussion	Actions Taken
	<p>like energy conservation, Rain Water Harvesting of best practices discussed. She has requested all colleges to nominate the member for the criteria in lieu of members left.</p> <p>It was also discussed that out of 85 members more than 40 members left the organization. Suitable replacement is required from each college to support the NAAC preparation.</p>	50 percentage. More organized efforts and dedicated team work is required,
<b>4</b>	<p>Discussion and Finalization of Criteria wise Gap Analysis Schedule;</p> <p>It was discussed and resolved by criteria chairman that Gap Analysis presentation schedule criteria wise to be started from 10<sup>th</sup> September 2023. Revised Data formats/templates already circulated by Dean – Academic.</p>	Dr. Sanjay Buch to prepare the Gap Analysis presentation schedule and circulate.
<b>5</b>	<p>Preparing and submission of Criteria wise metric wise list of support documents required for NAAC:</p> <p>Dean- Academic requested each criteria Chairman to prepare the list of Supporting documents required Criteria wise and Metrix wise. This will help to prepare for the next academic audit</p>	Each Criteria Chairman to Submit the list of Documents required for the respective criteria matrix wise.
<b>6</b>	<p>Ratification of MoMs of criteria wise meeting conducted by Criteria Chairman:</p> <p>MoMs of each Criteria wise meeting was approved by the members. It was requested to send the MOMs to Dy. Registrar on priority basis.</p>	Submit the MoMs of Criteria wise meeting to Dy. Registrar on priority basis as centralized records keeping will be done.
<b>7</b>	<p>Evaluation Reforms – Chapter 7 of SOP for Implementation of NEP:</p> <p>Dean Academic Explained the provisions made in the SOP for NEP 2020 Implementation issued by the Gujarat Government. These includes weightage factors, Credit Framework, IKS and different categories of subject required to match the credit and Evaluation scheme reforms.</p>	SOP to be studied by all along with various provisions.

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Agenda No	Agenda Description and Discussion	Actions Taken
	COE discussed and explained the Paper style format and questions bank quality.	Paper style format and question bank format circulated to be studied by all
8	Change in the Weightage factors of Key Indicators in NAAC Reforms;  Dr.Nirmal Sharma, Provost emphasised the involvement of all with collective efforts for NAAC preparation. This is the opportunity to develop and empower each faculty and staff members. Various UGC Guidelines and NEP 2020 Guidelines to be studied by all. In case any clarification or guidance Apex team can be approached.	
9	Concluding Remark and Guidance:  Hon. Provost strongly emphasised about the improving the quality and systematic work. He Further emphasis to follow and adopt the right process to ensure that outcome is right.	
10	Vote of Thanks ;  Dr. Sanjay Buch delivered the vote of thanks before the all members present and concluded the meeting,	

**Sanjhaay H Buch**

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**Dr. Sanjay Buch**  
**Director, IQAC**

**C. IQAC Meeting – 5th January 2024**

**3<sup>rd</sup> January, 2024**

**IQAC Meeting - 03**

BMU has invited experts from Navrachna University, Vadodara for sharing their experience and interacting with leadership as well as IQAC team members related to NAAC preparation as well as providing valuable insights.

The Detailed agenda items transacted are as under;

1. Role of Leadership in NAAC Accreditation
2. Basic NAAC Processes
3. Role of IQAC in NAAC Accreditation

**Venue:** Admin Building Conference Room

**Who should attend:** All Deans, Directors, Principals, HODs, NAAC Criteria Chairmans, BMU NAAC Coordinators, IQAC Members

**Sanjhaay H Buch**

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**Dr. Sanjay Buch**  
**Director, IQAC**

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### IQAC Meeting -03 : Discussion Points/Items

The 03<sup>rd</sup> meeting of IQAC, BMU was organized under the chair of Provost, BMU. Dr. Sandeep Vasant, Registrar, Navrachana University (NUV) and Dr. Amit Patwa, IQAC Coordinator , NUV were invited to share their experience. The NUV was assessed by the NAAC in the Month of October 2023 and accredited with a grade.

The meeting was attended by All Deans, Directors, Principals, IQAC Team members, Criteria Chairmans, BMU NAAC Coordinators and team Registrar office.

During the meeting following discussion took place;

Sr. No	Discussion Point/Agenda Item Transacted	Key Take Away/Discussion
1.	Welcome Address	Director – IQAC, BMU delivered the welcome address for Dr. Sandeep Vasant, Registrar, Navrachna University(NUV), Vadodara and Dr. Amit Patwa, IQAC Coordinator, NUV. Further Introduction of both the experts were given.
2.	Opening Remarks and setting the tone of the meeting	Dr. Manoj Kumar, Provost BMU has set the tone and explained the importance of this meeting. Further both the experts were felicitated by the Hon. Provost, BMU.
3.	Experts of NUV were invited to share their experience and provide valuable guidance related to NAAC accreditation process and role of stakeholders involved. Both the experts have discussed and shared following;	
a)	Vision, Mission and Strategic Plan	It was discussed that Vision, Mission and strategic plan should be top to bottom. Each constituent college should formulate their vision, mission and strategic plan based the University's Vision, Mission and strategic plan. Synchronization with University's Vision. Mission and Strategic plan should be established.

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Sr. No	Discussion Point/Agenda Item Transacted	Key Take Away/Discussion
<b>b)</b>	Excellent Administrative Support	<p>All Administrative staff/departments including Examination, Finance should provide excellent and meaningful support to the IQAC team preparing for the NAAC.</p> <p>Dr. Sandeep Vasant, Registrar, NUV has strongly emphasised that both Provost and Registrar offices should work in synchronization. Both the offices are backbone for all administrative and strategic support for the NAAC preparation.</p>
<b>c)</b>	Priority to NAAC	<p>It was guided by the experts that all University machinery including the management council should give priority related to the NAAC preparation related to infrastructure support, Knowledge services, strategic support, policies formulation and required governance framework.</p>
<b>d)</b>	Complete Faith in IQAC team and No bureaucracy	<p>The Experts have shared their experience about management support. It was emphasised that IQAC as well as NAAC team working should empowered and trusted. Environment of easy approach and access of management team including VC should be established. This will help the team working for obtaining required clarification, support and mobilizing required resources.</p>
<b>e)</b>	Facilitate the IQAC Team with required external expertise	<p>Both the experts have express their views that the IQAC team can be equipped with experts knowledge services to support &amp; get better</p>

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Sr. No	Discussion Point/Agenda Item Transacted	Key Take Away/Discussion
		understanding about the NAAC preparation and related documentation like writers.
<b>f)</b>	Involvement in write-up of University Profile and Qualitative matrices (SSR)	Writing University Profile and presentation is most critical for the NAAC. It was discussed that for developing University profile and Qualitative Matrices involvement from top to bottom leadership team members is must. All the stakeholder should have synchronized view as well as languages. The Qualitative matrices should have effective integration with ground level practices.
<b>g)</b>	Monitoring the overall timeline	<p>Realistic and workable timeline should be prepared by keeping in view of SSR submission. Periodically the various phases of timeline should be reviewed and monitored. Once the timeline prepared and agreed by all than everyone should support and make an attempt to achieve.</p> <p>Both the experts have strongly emphasised that once SSR prepared, validated and approved than only IIQA and related NAAC registration should be initiated. Once IIQA accepted than after 45 days SSR requires to be submitted. Two Chances in a year are granted for resubmission in case of not acceptance.</p>
<b>h)</b>	Freedom of Expression and work for IQAC Team	Open, Transparent and friendly work culture should be developed within the University. Everyone should have access of leadership and able to express their suggestions/views without

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Sr. No	Discussion Point/Agenda Item Transacted	Key Take Away/Discussion
		any hesitation /fear. The IQAC team should be empowered to approach and request the data/information without any hierarchical hinderances.
i)	Infrastructure Development	IQAC team should prepare the budget for required Infrastructure support and place before the management for approval which will facilitate in the NAAC preparation and requirement for supporting academic improvement.
j)	Implementation of CBCS	It was shared and guided that student's centric academic flexibility should be established where in student has option to select their own preference of studying course. The Example of NUV was given.
k)	Approval of adequate budget for IQAC	It was discussed that IQAC team should be empowered and supported by providing adequate budget for hiring knowledge services, experts guidance, IT equipment required for documentation and travel at various institutions. It was also emphasised that the IQAC team along with key personal should visit the Institutions where NAAC assessment process completed. This will help the team to get ground level working sensitization.
l)	Relaxation of Teaching Workload	It was recommended by the experts that team members dedicatedly working and contributing for NAAC preparation can be given relaxation in routine academic work load. This will help the team for dedicated working opportunity.

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Sr. No	Discussion Point/Agenda Item Transacted	Key Take Away/Discussion
<b>m)</b>	Managing Peet Team Visit	Various Dos and Donts were explained at the time of peer team visit at Campus. During the visit everyone should be candid and present the facts only.
<b>n)</b>	Formation and Role of IQAC	<p>The Process and structure of IQAC team as per the UGC/NAAC guidelines was explained. Further role and importance of IQAC working also explained.</p> <p>Dr. Sandeep Vasant, Registrar, NUV has emphasised that IQAC is key pillars for the NAAC preparation and obtaining the support from all team members and constituent colleges. Data or details should be provided without considering time constraints by all.</p> <p>Further it was also stressed that meaningful data which are realistic should be provided along with all supporting documents.</p>
<b>o)</b>	Role of Criteria Chairman	Dr. Sandeep Vasant strongly insisted the positive, active and strategic role from NAAC criteria Chairman. The respected Criteria Chairman should review the data quality as well as qualitative matrices.
<b>p)</b>	Useful Resources and references	<p>Experts have guided about SOP and useful resources for references related to NAAC preparation.</p> <p>It was suggested that each NAAC aspirants University should refer the NAAC website on</p>

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Sr. No	Discussion Point/Agenda Item Transacted	Key Take Away/Discussion
		regular basis and notified the changes done time to time.
<b>q)</b>	Stages and Process of NAAC Accreditation	The Experts have explained the stages involved in NAAC application to final Peer team visit. They also explained about the Data verification and Validation process. The timeline involved at various stages were also discussed and explained. Further NAAC grading system and process was explained by the experts.
<b>r)</b>	Criteria wise Overview	The Experts have explained about NAAC criteria wise weightage factors and focused areas.
<b>s)</b>	Checklist of Tasks/Activities	The experts have guided and explained about the various activities to be done and practice followed at the time of peer team visit. They also guided to prepare the checklist for better execution and monitoring.
<b>t)</b>	Geo Tagged Photographs	Both the experts have guided to have geo tagged photographs of events as well as resources. The related open source tools for capturing geo-tagged photographs were guided. They also guided about past photographs tagging with establishing reference and latitude & longitude of place.
<b>u)</b>	Creation of Research Profile in INFLILAB	Both the experts have guided that publications and research profile should be registered in INFLILABNET since this is the platform to review research contribution by NAAC
<b>v)</b>	Sensitization of all stakeholders related to NAAC	It was discussed that proper sensitization of all Faculties, staff, non-teaching staff and students

## IQAC Meeting and Minutes of Meetings

Sr. No	Discussion Point/Agenda Item Transacted	Key Take Away/Discussion
		required and they should be explained about the importance of NAAC in quality assessment and advantages. Further all related external stakeholders supporting and involved with BMU should also be sensitized. Proper sensitization would help for establishing uniform language along with positive spirit during the NAAC Peer Team Visit.
w)	Visit to NUV and other Institutions	It was discussed that the BMU team should be exposed to other Universities and Institutions where NAAC assessment completed. This will provide better learning and understanding.
x)	SOP for Data verification	Both the experts have explained the importance of SOP related to the data verification. They have emphasised to study before initiating preparation.
4.	Open Questions and Answers Sessions	Members participated in the meeting have asked the various questions related to NAAC preparation, Research publication, Mentor-mentee process, Infrastructure and students-faulty ratio. All questions were answered in detailed with required examples.
5.	Vote of Thanks	Dr. Sandeep Vasant, Registrar, NUV has expressed their sincere thanks to the BMU management for providing an opportunity to share their experience. Further both of them have shown their readiness for extending support when required.

## IQAC Meeting and Minutes of Meetings

Sr. No	Discussion Point/Agenda Item Transacted	Key Take Away/Discussion
		Dr. Yogesh Pahariya, Dean – Academic has summarized the meeting discussion points and delivered the vote of thanks.
6.	Feedback from participants	All participants attended the meeting have expressed their great satisfaction about these interactions as it reflects the ground level reality and candidness. Every requested to organize such session frequently

***Sanjhaay H Buch***

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**Dr. Sanjay Buch**  
**Director, IQAC**