

# **The Maharaja Sayajirao University of Baroda**



## **IQAC Meetings, Minutes and Action Taken Reports (2016-17 to 2020-21)**

**The Maharaja Sayajirao University of Baroda**  
Maharaja Fatehsinghrao Gaekwad Road, Fatehgunj  
Vadodara 390002



## Internal Quality Assurance Cell

### The Maharaja Sayajirao University of Baroda

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad  
Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

#### IQAC Meetings 2016 -17

1	4 <sup>th</sup> April 16	General meeting of IQAC coordinators
2	12 <sup>th</sup> April 16	To Finalize the DER
3	6 <sup>th</sup> May 16	Core committee meeting for AQAR
4	12 <sup>th</sup> June 16	To Finalize the DER
5	5 <sup>th</sup> July 16	General meeting of IQAC coordinator
6	11 <sup>th</sup> August 16	Initiation of courses in Physical Education
7	16 <sup>th</sup> September 16	To discuss about the action & documentation for inspection exercise. (IQAC Faculty Coordinators)
8	19 <sup>th</sup> September 16	Review of Compilation of AQAR
9	24 <sup>th</sup> September 16	To discuss about the action and documentation for the inspection exercise (Head of Departments)
10	28 <sup>th</sup> September 16	To discuss about the action & documentation for inspection exercise (Directors/Coordinators of Cells/Centres)
11	28 <sup>th</sup> September 16	To discuss about the action & documentation for inspection exercise (Section Officers)
12	07 <sup>th</sup> October 16	To discuss about the action & documentation of for inspection exercise (Deans of faculties)
13	13 <sup>th</sup> October 16	Student activities and events
14	13 <sup>th</sup> October 16	Preparation of documents for inspection exercise. Meeting of IQAC core committee with Syndicate members
15	17 <sup>th</sup> October 16	Final preparation of inspection exercise
16	27 <sup>th</sup> October 16	General meeting of IQAC Coordinators
17	10 <sup>th</sup> November 16	Review of Inspection (Deans, HOD's, Cells/Centres)
18	4 <sup>th</sup> January 17	General meeting of IQAC Coordinators
19	27 <sup>th</sup> January 17	To organise Orientation programmes for Teachers and Students

20	22 <sup>nd</sup> February 17	To organise workshops and conferences by IQAC
21	24 <sup>th</sup> March 17	ICT programmes through NITTTR for teachers.



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of Core Committee members was held on 22<sup>nd</sup> February, 2017 to discuss the organization workshops and conferences by IQAC.

After welcoming the members, the Associate Director of IQAC gave a general introduction about need to organize seminars/conference/workshops by IQAC. He enumerated several issues across the several criteria on which the events need to be organized. He emphasized that the university has a strong record of organizing such events and it needs to be further strengthened.

He cited particularly Criteria 3 related to Research, Consultancy, Extension and Criteria 6 related to Quality issues for deciding the topics for such events.

It was conveyed that the university need to take measures to strengthen the ICT related issues. One of the member suggested to contact NITTTR for such workshop on ICT issues.

The meeting ended with thanks to all members.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of IQAC Faculty Coordinators was held on 4<sup>th</sup> April 2016 at 4:00 pm at IQAC office to discuss the latest development and assignment of tasks.

The following points were discussed:

- ü The data received for DER from various Departments is not complete. The same needs to be furnished by 11<sup>th</sup> April, 2016.
- ü Students' activities and participation needs to be enhanced.
- ü One of the coordinators requested for improvement of on-line registration facilities for students in library.
- ü It was informed that attempts are being made to install vending machines for food items.
- ü It was felt that more short-term courses are needed in various fields of study.
- ü Interdisciplinary research and skill development of students needs to be strengthened.
- ü Hostel conditions need improvement and issues need to be reviewed.
- ü Students expect better networking facilities.

The meeting ended with vote of thanks to all the present.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

The minutes of meeting to discuss the Department Evaluative reports held on 12<sup>th</sup> April 2016 at 3.00 p.m. in the IQAC office to discuss Department Evaluative Report.

Discussion and Recommendation:

- ü The format of DER provided by NAAC was discussed in detail.
- ü The format was divided into three sections and given to different groups for compilation.
- ü It was decided to write to all departments to submit the DER.
- ü The details of publications, citation etc. would be collected centrally by the IQAC team.
- ü There should be uniformity in the way the data is reported in DER.

Meeting ended with a vote of thanks to all the present.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

Minutes of the meeting held on 6<sup>th</sup> May,2016 for preliminary preparation Annual Quality Assurance Report (AQAR) for the year 2015-2016.

The meeting began with an extensive Presentation of the format of AQAR to be prepared for 2015-2016.

Detailed discussions were held during and after the presentation.

The core committee members were assigned different criteria for compilation.

The ambiguous and unclear issues were to be discussed with NAAC officials for their classification and inputs.

It was decided to send the format to all Deans/Faculty and Department coordinators for their inputs and seek their reply by 30<sup>th</sup> July,2016.

The meeting ended with thanks to the chair.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

IQAC organized a meeting of the working committee members on 12<sup>th</sup> June 2016 at 4:00 pm at IQAC office to finalize the Departmental Evaluative Reports (DER)

Dr. B.S. Chakrabarty, Associate Director IQAC, welcomed the members and briefed them about the task at hand.

The data being very extensive and diverse it was felt that the DER's be curtailed to only the relevant information. In certain cases, the data was divided and needed to be merged. A sub team was made to look into it and suggest the necessary modifications.

It was decided that the team would meet daily at 3:30 pm and work till the finalization of the reports, the time limit for which was given as 30<sup>th</sup> May, 2016.

There was extensive discussions on the criteria wise data and suggestions to put them in order. It was also decided to each out to the departments in case of doubt or ambiguity. It was further decided to meet on June 20, 2016 for compilation and finalization of DER in the format required.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of IQAC coordinators was held on 5<sup>th</sup> July, 2016 to discuss the general issues of accreditation as well as related subjects.

After welcoming the members, the Director, IQAC informed that there is a plan for an inspection exercise to check the date and documentation for NAAC accreditation.

He took a review of preparation of AQAR and informed that there will be a meeting shortly, of the committee for exploring courses in physical education.

In the interaction session, the members gave several inputs/suggestions.

It was suggested that university must also cater to the expectations of stake holders and society by giving a platform for unconventional India centric studies. It was informed that few such initiatives are already in process.

Better cleaning of the internal and external premises was emphasized.

Time scale promotions need to be given to teachers for boosting their morale.

Implementation of projects need to be streamlined by removing the bottlenecks.

The meeting ended with thanks to the chair.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara – 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

## Minutes of Meeting

Minutes of the meeting for Initiation of Courses in Physical Education.

A meeting of the committee for initiation of courses in Physical Education committee was held on 11<sup>th</sup> August, 2016 at 4:30 pm at IQAC office.

### **Member Present:**

- |                                               |                    |
|-----------------------------------------------|--------------------|
| 1. Prof R Sengupta, Syndicate Member          | - Chairman         |
| 2. Dr M B Ponkiya, I/c Director (PED)         | - Convener         |
| 3. Prof. R C Patel, Dean-Faculty of Edu & Psy | - Member           |
| 4. Prof Gaurang Bhavsar, Faculty of Per.Arts  | - Member           |
| 5. Dr Satyajit Chaudhary, President-MSU Union | - Member           |
| 6. Dr Harjit Kaur, Dept. of Phy Education     | - Member           |
| 7. Dr Vikas Prajapati, Dept. of Phy Education | - Member           |
| 8. Smt. Sheetal Sheth, Dept. of Phy-Education | - Member Secretary |

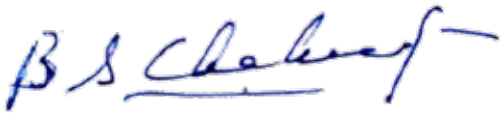
### **Member absent:**

- |                                                 |          |
|-------------------------------------------------|----------|
| 1. Shri Satyen Kulabkar, Syndicate Member       | - Member |
| 2. Shri Jigar Inamdar, Syndicate Member         | - Member |
| 3. Dr B S Chakrabarty, Faculty of Teach & Engg. | - Member |
| 4. Shri Jay Prakash Soni, Dy Registrar ( ADE )  | - Member |

The following suggestions were made by the committee:

1. It was suggested that the Bachelor of Physical Education and Master of Physical Education and other courses related to the field may be started at Department of Physical Education.
2. The proposal of courses in regular fee structure (not in higher payment) should be taken for further consideration.
3. The existing workload of the department staff should be considered during starting of the new courses
4. Department should start the formalities of NCTE.
5. The suggestions on possibilities of integration/affiliation of department as a whole to the Faculty of Education and Psychology should be carried out with guidance of university ADE/Academic section.
6. Procedure for redefining syllabus should be taken up.
7. It was suggested that two experts should be invited in the meeting from outside and T.A-D.A. should be paid to the outside experts.

The meeting ended up with vote of thanks to the chair.



Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

IQAC organized a meeting of IQAC Faculty coordinators/ Co-coordinators on 16<sup>th</sup> September 2016 at 4.00 pm at IQAC Office.

Dr. B. S. Chakrabarty, Associate Director IQAC, welcomed the Faculty Coordinators and apprised about various aspects of preparations for NAAC.

The meeting was called to discuss the future course of action and documentation required for the NAAC.

All the IQAC faculty coordinators were informed about the inspection exercise for three days 20<sup>th</sup> October to 22<sup>nd</sup> October 2016 and were asked to keep documentation, profile along with the presentation of the respective faculties ready for assessment.

The following points were discussed:

- ü Action plan for the NAAC.
- ü Curricular and academic aspects.
- ü Research and Consultancy
- ü Student support, activities, feedback and progression.
- ü ICT, Infrastructure, etc.
- ü Alumni, innovations, strengths, achievements and another salient features

Documentation and reports along with the profile, presentation of the respective department for the assessment years 2010 – 16 were to be completed by 29<sup>th</sup> September 2016.

Meeting ended with thanks to the coordinators.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A Meeting of the core committee members and IQAC Faculty coordinators was held on 19<sup>th</sup> September, 2016 to discuss the final compilation of the AQAR for the year 2015-2016.

The respective core committee members gave criteria wise presentation of the data received from the faculties.

It was pointed out that some of the fields were left blank by the faculties. The Faculty coordinators were asked to furnish the data and write up for those fields.

Groups of faculty coordinators were formed criteria wise to assist the core committee members for final compilation of AQAR.

It was decided to complete the work by 15<sup>th</sup> November, 2016.

A group of senior faculty members was assigned the task for checking the final document.

Meeting ended with a vote of thanks to all the present.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

## Minutes of Meeting

IQAC organized a meeting of Head of Departments, IQAC coordinators and committee members on 24<sup>th</sup> September 2016 at 4.00 pm Syndicate room, University Head Office to discuss the inspection exercise for NAAC from 20<sup>th</sup> to 22<sup>nd</sup> October 2016.

The Hon'ble Vice Chancellor, welcomed the members and detailed about various aspects of preparations for the inspection exercise.

The following points were discussed:

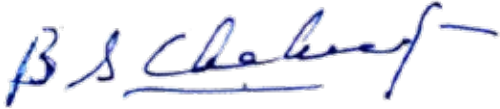
- Ø Academic Flexibility in the courses, introduction of interdisciplinary courses and CBCS, Credit transfers
- Ø Continuous Assessment Evaluation of Students, Analysis and Monitoring Improvements of Feedbacks of Students on Teaching Learning Process and Curriculum
- Ø Regular Curriculum Revision, and Feedbacks on Curriculum for External experts, Industry, Alumni
- Ø Research by Faculty, h index and impact factor, International Fellowship, Revenue generated through consultancy, detailed extension activities at FSW, FFCS and other
- Ø Details of H M Library with departmental libraries, new addition of books, journal with e-resources and CDs of Video Lectures
- Ø Awards/Scholarships for merit holders and achiever students
- Ø Students' outstanding performances Co-curricular activities, Cultural and Sports National level
- Ø Points for quality enhancement and feedback were discussed. Members were explained how to achieve excellence in each aspect described in seven criteria suggested by NAAC.
- Ø Quality Sustenance and Assurance
- Ø Energy Saving efforts and green audit
- Ø e- governance, e learning resources
- Ø Innovative practices

The following decisions were taken:

- Ü Detailed reports from all the faculties, cells, centers, Institutes should be completed and submitted by 18<sup>th</sup> October 2016, to respective faculty for necessary documentation
- Ü Unique aspects/ SWOC of all the departments must be prepared
- Ü Presentations of all the departments and faculty to be prepared and sent to VC office

- ü A picture gallery for entire activities and infrastructure of MSU (NSS, NCC, ACC, Physical education, Halls of residence, Laboratories, Press, Computer center etc.
- ü Future action plan
- ü Next Meeting on 7<sup>th</sup> October 2016

Meeting ended with vote of thanks to the chair and all the members present.



Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

IQAC organized a meeting of Section Officers on 28<sup>th</sup> September '2016 at 4.30 pm at the IQAC office.

The meeting was called to discuss about the future course of action to be taken and documentation required for the NAAC inspection exercise.

Dr. B. S. Chakrabarty, Associate Director, IQAC, welcomed all the Directors/Co-coordinators of Offices and apprised them of the exercise.

All the Directors/Co-coordinators were informed about the modalities of exercise from 20<sup>th</sup> October to 22<sup>nd</sup> October 2016 and were asked to keep documentation, profile along with the presentation of the respective Offices, Library, Health center, Press & Stationery unit, M S U Union, Publication sales unit etc. ready by 3<sup>rd</sup> October, 2016.

Outcome/positive impact/future course of action on society were to be emphasized.

The following points were discussed:

- Preparation of signboards, action plan and other relevant issues
- Objectives, Constitution, functions, Activities, programmes
- Seminars, workshops, fee structure
- Innovative approaches & practices,
- Contributions for development of department
- Details of reunion, alumni contribution

Meeting ended with vote of thanks to all present and the chair

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

IQAC organized a meeting of Directors/Co-coordinators of Cells, Centers and Institutes on 28<sup>th</sup> September 2016 at 3.00 pm at IQAC office.

The meeting was called to discuss about the future course of action to be taken and documentation required for the inspection exercise for NAAC from 20<sup>th</sup> October to 22<sup>nd</sup> October 2016.

Dr. B. S. Chakrabarty, Associate Director, IQAC, welcomed all the Directors/Co-coordinators of Cells, Centers and Institutes and apprised them of the exercise.

All the Directors/Co-coordinators were informed about the modalities of the exercise and were asked to keep documentation, profile along with the presentation of the respective Cells, Centers and Institutes ready. Outcome/positive impact/future course of action on society were to be emphasized

The following points were discussed:

- Preparation of signboards, action plan and other relevant issues
- Salient features, objectives, functions, activities, staff, detailed report, infrastructure,
- Seminars, workshops, industrial visits
- Lecture sessions by experts
- Dossier on sessions
- Details of SC/ ST/ OBC scholarships SAMRAS
- Details of University Gender audit by WSRC

Reports were to be readied by 3<sup>rd</sup> October, 2016

Meeting ended with vote of thanks to all present and the chair

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

## Minutes of Meeting

A meeting of all the Deans of faculties and the working team of IQAC was organized on 7<sup>th</sup> October 2016 at 5.00 pm in Syndicate room, University head office to discuss about the forthcoming NAAC inspection exercise.

Hon'ble Vice Chancellor, welcomed the members and detailed the seven criteria's, weightage of scores and indicators for assessment.

The following points were discussed:

- ü Important points about Reaccreditation report, descriptors, seven criteria's for assessment of NAAC.
- ü Focus on certain areas for cleanliness of campus
- ü Salient features of Curricular aspects, Teaching, Learning & Evaluation, Research, Consultancy, Infrastructure, Student support Progression, governance, leadership Management, Innovations and Management and total weightage of each criteria
- ü Strengths and achievements of Alumni
- ü Programmes on gender issues
- ü Second phase of Wi-Fi and connectivity services
- ü Preparation of Detailed report with the profile by the Deans of Faculties
- ü Strong Projection of Student activities
- ü Updating Website, wherever recent changes have been effected.

Meeting ended with vote of thanks to the chair and all the members present.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

## Minutes of Meeting

IQAC organized a meeting of Student coordinators of various students' events on 13<sup>th</sup> October 2016 at 5.00 pm at IQAC office.

The meeting was called to brief the students about the impending inspection exercise with focus on activities organized by student bodies in the various faculties of the university.

Dr. B. S. Chakrabarty, Associate Director, IQAC and Dr Charul Jain, Coordinator Students apprised the student coordinators about the preparation of required presentation and submission.

He instructed to prepare the presentation on following lines:

- ✓ Name of the event and faculty
- ✓ Event: Origin, growth, basic principles, coverage
- ✓ List of the event/activities from year 2010- 16
- ✓ List of resource persons/invited speakers
- ✓ Footfall, coverage, no. of participants/spectators
- ✓ Outstanding achievements
- ✓ Outcome of the event
- ✓ Mode of funding/assistance
- ✓ Hierarchy: Structure of the organizing body
- ✓ Media coverage / support
- ✓ Photographs
- ✓ Documentary, if any

Dr. Charul Jain answered the queries raised by the students and gave them suggestions how to integrate data and visuals to effectively present the information. They were also given a handout for suggested points to be included in the presentation with the contact details of both teachers.

Presentation was to be submitted in hard and soft copies one to faculty and other IQAC office by 17<sup>th</sup> October, 2016.

Meeting ended with vote of thanks to all.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor

2. Registrar, MSU



## Internal Quality Assurance Cell

### The Maharaja Sayajirao University of Baroda

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002

Tel. Ph.: (+91-0265) 2788833

## Minutes of Meeting

IQAC organized a meeting of Coordinators of Faculty on 13<sup>th</sup> October 2016 at 4.00 pm at IQAC office

The meeting was called to discuss about various aspects of preparations, making an effective plan of action and schedule for the inspection exercise

Professor R. Sengupta, Director IQAC, welcomed the faculty coordinators.

He briefed about the experts likely to visit and their profile. He converged on the following:

- Ø Welcoming the team with a bouquet of flowers
- Ø Identification of Professors from different faculties to accompany the team
- Ø Layout of team such that entire university with Cells, Centers, Institutes within the faculties are covered during three days visit
- Ø During the faculty /department visit, if any records are not available, the HOD should ensure that it reaches the respective team in time.
- Ø Administrative, general aspects, innovations, best practices should be also presented by Dean in his presentation
- Ø Curricular aspects, academics, research, consultancy, student support, activities, feedback and progression, ICT, infrastructure, strengths, achievements, alumni, staff, other salient features should be presented by HOD
- Ø Avoid any duplication of activities
- Ø Team effort with proper coordination

Meeting ended with a vote of thanks to all.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting**

Minutes of meeting of Syndicate members and IQAC Core Committee held on 17<sup>th</sup> October, 2016 at 11:30 a.m. in the IQAC Office.

Hon'ble Vice Chancellor and Chairman, IQAC welcomed the Syndicate members and IQAC Core Committee members.

The members discussed several issues pertaining to the final preparation of inspection exercise like logistic issues and requested the Syndicate members to assist in the process. It was suggested to make a committee of Syndicate members specially to support these preparations. Suggestion was made to specially showcase the NCC, NSS and sports activities. The work of the Office of International Affairs and Alumni Affairs came for special attention and appreciation. The credentials in Research & Extension was also appreciated suggestions were also made to make special groups to look at the logistical issues. The meeting was then addressed by Professor Sengupta, Director, IQAC, who called upon all quarters to get prepared for the Peer team visit. He expressed satisfaction about the preparation for the visit.

The meeting ended with thanks to the chair.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A general meeting of the IQAC coordinators was held on 27<sup>th</sup> October, 2016 to discuss the parameters of accreditation and the adherence to those parameters.

All the members were welcomed by the Director, IQAC.

An extensive discussion was carried out regarding the inspection exercise which was carried out before a week. A criterion wise approach was taken for discussion. The core groups were asked to provide a road map for further action and was requested to make a presentation in the next general meeting of the IQAC coordinators.

Other issues which came up for discussion/suggestions are as under:

- ü Some members suggested that the seed money for Research projects given by research and consultancy cell be given to Temporary Teachers also.
- ü The Temporary Teaching Assistants be elevated to Temporary Assistant Professors on completion of Ph.D.
- ü Start ups needs to be encouraged institutionally.
- ü The Faculty of Commerce needs a quicker evaluation system of internal exams.

The meeting ended with thanks to the chair.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of the Deans of Faculties, Head of the Departments, Directors/Coordinators of Cell/Centers and Section Officers was held on 10<sup>th</sup> November, 2016 in the Senate Hall to discuss and convey the conclusions of inspection exercise.

The Director, IQAC welcomed the participants. He gave a detailed presentation of the inspection exercise, the data and documents presented /prepared by the university and a critical analysis of the data. He also detailed a crude approach and a road map for future actions.

This was followed with the address of Vice Chancellor. He drew a parallel between the accreditation parameters and the path of the university towards excellence.

He instructed all the Deans and Head of Departments to strengthen the IQAC teams, draw out schedule for various activities pertaining the accreditation as well as procedures for proper documentation of these activities.

The meeting ended with thanks to the chairs.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A general meeting of the IQAC coordinators was held on 4<sup>th</sup> January, 2017 to discuss the road map for further action and related issues,

The members were welcomed by the Director, IQAC.

The road map for further action was discussed in detail after the presentation of the IQAC core committee members. The main suggestions given were.

- A. Enriching the curriculum
- B. Emphasizing the outcomes of Education
- C. Improving pass percentage
- D. Improving enrolment
- E. Recruitment of Teachers
- F. Increase in projects and publications
- G. Increasing consultancy outcome
- H. Strengthening wi-fi facilities
- I. Increasing e-resources
- J. More employability-based training for students
- K. Quality sustenance and enhancement
- L. Increasing environmental consciousness
- M. Better Alumni contribution activities

It was that the contractual/temporary teaching and non-teaching staff be given more benefits

Some departments/Colleges needed faculty status and restructuring.

It was informed that a policy against plagiarism has been implemented

The meeting ended with thanks to the chairs.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of Core committee and Faculty IQAC coordinators was held in the IQAC office on 27<sup>th</sup> January, 2017 to discuss organization of Orientation Programmes for Teachers and Students regarding Accreditation process and parameters.

A brief presentation on parameters of Accreditation was made for the reference of the Faculty Coordinators.

The coordinators were asked to convey the meeting of department coordinators at the faculty level to convey the parameters of accreditations plan out the process for documentation of all the activities.

The coordinators were also asked to include the introduction of accreditation parameters in the orientation programme for students.

The Director, IQAC thanked all the participants for their inputs.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of core committee members and some faculty coordinators was held on 24<sup>th</sup> March, 2017 to discuss the organization of workshop regarding use of ICT tools in collaboration with NITTTR, Bhopal.

The Associate Director, IQAC welcomed the members.

One of the members who was entered with the responsibility to contact the NITTTR officials informed that they have agreed in principle for the same.

The coordinators need to be worked out.

A working group was formed to work out these modalities and organize the workshop.

Possibility of other events/seminar/conferences were also discussed.

The meeting ended with thanks to all present.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad  
Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

---

**ACTION TAKEN REPORT (2016 -2017)**

Sr. No.	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed
1	AQAR for 2016-17	AQAR submitted on 31/12/17
2	NIRF	Submitted NIRF data in the MHRD portal
3	Inspection exercise	Conducted in October 2016
4	Compilation of DER	Completed in October 2016
5	Finalization of Department Evaluative Reports	Initiated the finalisation and compilation of DER in June 2016
6	Enhancement of Student Activities/participation	Done and reported in Syndicate meetings
7	Online registration of Students in Library	Done vide Syndicate Resolution no. 9 date 27.05.16
8	Installing vending machine for food items and other things	Done vide Syndicate Resolution no. 19 dated: 27.05.16 Vending machine for Sanitary pads installed in Girls Hostel with the help of NGO. Syndicate Resolution no. 16 dated: 23.02.17
9	Short term courses	Several courses commenced and reported to Syndicate. *S.R. No. 27 dated 27.05.16

10	Interdisciplinary Research & Skill Development	Established Institute of Interdisciplinary Studies and Center for Skill Development. Syndicate Resolution no. 30 and 37 dt: 27.05.16. SR. No. 51 dt: 29/10/16 SR. No. 5 dt: 22/09/16 Syndicate Presentation 29 <sup>th</sup> August, 2016
11	Improvements in Hostel Conditions/issues	Several measures taken vide SR. no. 46 dt: 27/05/16 SR. no. 51 dt: 29/08/16 SR. no. 48 dt: 24/10/16
12	Better networking facilities for students	Done vide SR. no. 11 dt: 27/05/16 Sr. No. 28. Dt: 29/08/16
13	University as a platform for India Centric Studies	Initiatives taken: a.) Centre of Theological Studies (S.R. No. 26 dt: 29/08/2016) b.) Centre for India Studies (SR No. 26 Dt: 30/9/2016)
14	Cleanliness of Premises	Work undertaken Building Committee Resolution No. 4BC6 (Syn dt: 30/09/16)
15	Time Scale Promotion of Teachers	Implemented in October 2016 (SR No. 5 to 23 dt: 24/10/2016)
16	Streamlining of project implementation	Initiatives taken SR No. 28. Dt: 24/10/2016
17	RCC projects for Temporary Teachers	Action taken SR No. 25 dt: 23/12/2016
18	Elevation of Temporary Teaching Assistants to Temporary Assistant Professors	Implemented SR No. 9 dt: 27/12/2017
19	MOU's, Chairs/Endowments	Initiatives taken SR no. 31 & 32 dt: 27/01/2017
20	Quicker Evaluation system for Internal Exam	OMR based system implemented. SR No. 27 dt: 27/01/2017
21	More benefits to temporary/contractual staff	Implemented SR No. 19 dt 23/02/2017

22	Academic Integrity Policy	Implemented PG Council of Research & Studies SR No. 24 dt: 22/9/2016
----	---------------------------	----------------------------------------------------------------------------

**\*Syndicate Resolution (SR)**

**Syndicate is the statutory Executive body of the University**

**\*Link to the [Syndicate Resolutions](#)**



## Internal Quality Assurance Cell

### The Maharaja Sayajirao University of Baroda

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad  
Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002

Tel. Ph.: (+91-0265) 2788833

#### IQAC Meetings 2017-18

Sr. No	Date	Agenda
1	20 <sup>th</sup> April, 17	IQAC activities/budget for 2017-18.
2	7 <sup>th</sup> May, 17	General meeting of IQAC Coordinators.
3	23 <sup>rd</sup> June, 17	To discuss the Annual Quality Assurance Report (AQAR)
4	12 <sup>th</sup> July, 17	General meeting (Preliminary)
5	8 <sup>th</sup> August, 17	To discuss activities and decide the estimated budget of IQAC
6	7 <sup>th</sup> September, 17	Meetings of department coordinators in faculties Criteria wise discussion. Questions added to AQAR & DER Compilation at the faculty level
7	5 <sup>th</sup> October, 17	General meeting
8	30 <sup>th</sup> November, 17	Compilation of AQAR – Quantitative and Qualitative Criteria
9	14 <sup>th</sup> December, 17	Compilation and Compilation of AQAR – Qualitative Criteria
10	21 <sup>st</sup> December, 17	Convocation on 22 <sup>nd</sup> January '2018. President of India Chief Guest Release of the contents of two books by IQAC
11	30 <sup>th</sup> December, 17	Formation of IQAC team at the faculty/department level. Planning of the activities and program to be conducted for the semester To apprise the new members of their Role in IQAC team To discuss roadmap for the process of future NAAC accreditation.
12	5 <sup>th</sup> January, 18	General Meeting

13	22 <sup>nd</sup> February 18	Action plan for Criteria -3
14	24 <sup>th</sup> March 18	Student Support and Activities





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad**  
**Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

IQAC organized a meeting of team members on 20<sup>th</sup> April 2017 at 4.00 pm to discuss the following Agenda in the IQAC Office.

- Agenda:** 1. To discuss the activities of the Cell for 2017 – 18.
2. Budget 2017 – 18
3. Any other agenda with the permission of Chair

Director IQAC, Professor R. Sengupta welcomed the members. He apprised them of team of 32 members formed with 10 nos. of external advisors for provision of data to regulatory bodies.

Following points were discussed:

- Ø Organize program for teaching, non- teaching Staff and IQAC members
- Ø Dr Viral Kapadia suggested a program through ICT (AU software) by Department of NITTR for teachers from different fields for 4 to 5 days. Discussions on the time frame of program, location with required specifications were held.
- Ø Dr Jignesh Pandya gave a suggestion for introduction of a feature in online admission process i.e. a list of all possible courses based on his/her qualification available across the university should be displayed once the applicant submits his/her application.
- Ø To organize an orientation program for teachers/research students on writing research papers and its publication.
- Ø SOP for Ph.D. and preparation of policy document for the proposed admission criteria for Ph.D.
- Ø It was unanimously decided to design a questionnaire and send to each faculty for suggested course work for given subject matter.
- Ø A meeting to be scheduled with Dr D.K. Kanchan, Director, Research and Consultancy Cell.

Meeting ended with vote of thanks to all the members present.

A handwritten signature in blue ink, appearing to read 'B S Chakrabarty', with a horizontal line under the first name and a long horizontal stroke at the end.

Dr. B. S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

A general meeting of the Core Committee members and Faculty Coordinators was held on 7<sup>th</sup> May '2017 in the IQAC office to review the activities of 2016-17 and for additional activities in the ensuing academic year.

The Director IQAC welcomed the members and gave a brief description of the work/exercises undertaken by the IQAC office. This was followed by an extensive discussion of the activities undertaken in 2016-17. It was felt that these need to be enhanced and strengthened.

The Director told the members to be prepared for the compilation of AQAR and DER.

- ü In the general discussion after that., the following points were raised:
- ü Increase in amount of honorarium/sitting allowance to external experts.
- ü Career Advancement of teachers. It was informed that it is already in process.
- ü Proper process for refund of fees to students.
- ü Complete coverage of Wi-Fi facilities in the campus.

The meeting ended with thanks to all.

Dr. B.S. Chakrabarty  
Associate Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

IQAC organized a meeting of IQAC Faculty coordinators on 23<sup>rd</sup> June, 2017 at 4.00 pm at IQAC Office to discuss the Annual Quality Assurance Report (AQAR) and Departmental Evaluative Report (DER) 2017 – 18.

Dr. B. S. Chakrabarty, Director IQAC, welcomed the Faculty Coordinators.

The meeting was called to discuss the Annual Quality Assurance Report (AQAR) and Departmental Evaluative Report (DER) 2017 – 18.

The following points were discussed:

- ü Deans to circulate hard copies to the departments
- ü Soft copies already sent
- ü Meetings of department coordinators in faculties
- ü Criteria wise discussion
- ü Questions added to AQAR & DER
- ü Compilation at the faculty level
- ü Last date for submission 21<sup>st</sup> July, 2017

Meeting ended with thanks to the coordinators.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES**

A general meeting of the Core Committee and IQAC Coordinators was held on 12<sup>th</sup> July, 2017 in the IQAC office to discuss the compilation of Department Evaluative Reports, Annual Quality Assurance Reports and for general discussion.

The members were welcomed by the Director, IQAC.

The format of DER and AQAR was reviewed, as there were new members in the meeting. The difficulty experienced in the last year was mentioned and ways to overcome it were suggested.

Separate groups were formed to take care of the compilation of AQAR and checking of DER.

In the general discussion, the following issues were suggested.

Critical need for increase in capacity in girl's hostel.

Need for Technology transfer mechanism.

It was resolved to complete the work of compilation of AQAR and a preliminary document of the same by 30<sup>th</sup> September, 2017.

The Director IQAC thanked all members for their participation and inputs.

Dr. B. S. Chakrabarty,  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



## Internal Quality Assurance Cell

### The Maharaja Sayajirao University of Baroda

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao Gaekwad  
Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

---

### Minutes of Meeting

The meeting of the Committee to discuss and decide the estimated budget of IQAC for the year 2017-18 was held on 8<sup>th</sup> August, 2017 at 1:00 p.m. in the New Syndicate Room.

At the outset, Dr. B. S. Chakrabarty, Director (I/C), IQAC briefed the members about the activities and requirements of IQAC.

The members felt that the documentation process at the IQAC should be strengthened and the infrastructure needed for it be acquired.

Since the sessions/ workshops will comprise of 30 to 50 students, it was proposed to include a podium with speaker for the audience to hear the lecture loud and clear.

It was also suggested to install CCTV system in the IQAC premises.

One of the members suggested that the IQAC must come up with a news-letter of the university on a half yearly or quarterly basis. The compilation of the news-letter can be done by a documentation officer, who can do other documentation work as well. Alternatively, the work can be accomplished with the help of students of the Faculty of Journalism. The suggestion was welcomed and readily agreed upon. The printing cost of the news-letter can be included in the contingency expenses.

The members suggested that IQAC may take the help of different Cells/ Centers as well as Faculties to organize the workshops/ seminars/ sessions.

The members reviewed the activity report for 2016-17 and the proposed activities for 2017-18 by the IQAC. The budgetary estimates were also discussed in detail. The members unanimously agreed to the proposed estimates.

Dr. B. S. Chakrabarty,  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

---

**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting**

IQAC organized a meeting of the Committee members on 7<sup>th</sup> September, 2017 at 4.00 pm. in the IQAC office.

Agenda:

1. Preparation of AQAR and DER 16 - 17
2. Plan activities for the semester and programs to be conducted

Dr. B. S. Chakrabarty, Director IQAC, welcomed the members.

The following was discussed:

- ü AQAR and DER sent to all the faculties, Institutes and cells
- ü Meetings of department coordinators in faculties
- ü Criteria wise discussion
- ü Questions added to AQAR & DER
- ü Compilation at the faculty level
- ü Last date for submission 21st September, 2017

Next meeting with Faculty Coordinators to discuss the Annual Quality Assurance Report (AQAR) and Departmental Evaluative Report (DER) 2017 – 18, to be convened shortly.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A general meeting of the core committee members and IQAC Faculty coordinators was held on 5<sup>th</sup> October, 2017 to discuss the revised guidelines for NAAC accreditation and difficulties in compilation of AQAR.

The Director, IQAC welcomed the members. He informed that the framework for NAAC accreditation has been changed with more objectivity and authenticity. He discussed the bifurcation of the metrics into quantitative and qualitative issues along all the seven criteria. There were major additions and deductions as well as modifications. The need for documentary support has become more critical.

In the extended meeting, members raised the difficulties in compilation of AQAR particularly for the descriptive questions. It was decided to again reach out to the facilities and departments for clarification and further inputs.

In the general discussion, the following issues were suggested by the members.

Major events of the university to be put on social media/website.

Members inquired about the project/ seed money for project by research and consultancy cell.

One member suggested for the purchase and awareness of book written by Hon'ble Prime Minister, Shri Narendra Modi.

It was resolved to get the data for AQAR by 20<sup>th</sup> November, 2017

The meeting ended with thanks to all.

Dr. B. S. Chakrabarty,  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of the working group for compilation of AQAR was held on 30<sup>th</sup> November, 2017 in the IQAC office to review the questions on Quantitative and Qualitative criteria.

One of the members of working group welcomed the member and gave an extensive presentation of the data received from various faculties with the final compilation. Some doubts were raised and it was resolved to approach the Exam, Academics and Establishment section to cross check the data.

The answer to the descriptive questions particularly related to criterias-6 and 7 were discussed. There was a general classification about the same. It was resolved to be more detailed in approach and improve the articulation.

It was resolved to address the issues within a couple of weeks and complete the AQAR for submission.

The meeting ended with a vote of thanks to all the members present.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

---

**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting**

IQAC organized a meeting of the core committee members on 14<sup>th</sup> December, 2017 at 4.00 pm. in the IQAC office. The minutes of the meeting for 'Preparation of AQAR' are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- ü Collection and compilation of data of all Criteria for preparation of AQAR were given by criteria coordinators.
- ü Qualitative metrics for all criteria was presented.
- ü Part A of the AQAR was prepared according to the format.
- ü It was decided to load the AQAR by 25<sup>th</sup> December, 2017.
- ü All members of the core committee were present.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

---

**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting**

IQAC organized a meeting of the core committee members on 21<sup>st</sup> December, 2017 at 4.00 pm. in the IQAC office.

Agenda:

1. Convocation on 22<sup>nd</sup> January '2018. President of India Chief Guest
2. Release of two books

Dr. B. S. Chakrabarty, Director IQAC, welcomed the members and discussed the contents of the books to be released on 22<sup>nd</sup> January 2018. The following was discussed:

- **Development of the University in the past 3 years**
- Academic/ Research/ HRD/Extension Activities/ Best Practices/NAAC
- Academics: Curriculum, programs, process of Board of Studies, student strength facilities, progression, exam system, practices\*academic reforms, exchange programs, MOU's, new programs, result pass percentage, credit transfer
- Infrastructure : Campus area, hostel, new premises/additions ( IFT, pavilion, gymnasium, seminar hall, Solar power, Green building, Wi-Fi, ICT policy
- Extension, Consultancy (Faculty of Social Work, FFCS, Polytechnic) and HRD ( no. of Ph.D. faculty/recruitment)
- Road map and best practices (Heritage), Alumni, interdisciplinary, credit transfer
- Recent ranking and accreditation: FTE, FFCS, Fine Arts
- **Future roadmap**
- Academics: CBCS transfer, Virtual lab, wider choice of Interdisciplinary, exchange programs, portability, vocational courses, skill development, student exchange program, online certificate courses, SWAYAM, MOOC courses, develop integration, Audio Visual room, e content development, echo issues
- **Extension futuristic:**
- Adopt villages, Swachh Bharat/ Skill India/Digital India, Unnat Bharat Udhyan, transfer technologies to villages, funds provided by govt.



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

- **Proposed :**
- Hostel for foreign students, canteen (International)
- IQAC proposed office
- MOU 's with Gujarat development agency
- Solar panels 8000 watts

Dr. B. S. Chakrabarty proposed the vote of thanks to the esteemed members of IQAC team.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of the Internal Quality Assurance Cell (IQAC) Meeting**

IQAC organized a meeting of the Committee members on 30<sup>th</sup> December, 2017 at 4.00 pm. in the IQAC office.

Agenda:

1. To apprise the new members of their Role in IQAC team
2. Plan activities for this semester and programs to be conducted
3. NAAC revised accreditation process, elaboration of the New format and Quantitative/qualitative questions

Dr. B. S. Chakrabarty, Director IQAC, welcomed the new members and apprised them the following:

- Induction of new members in IQAC team and their role
- Formation of IQAC team at the faculty/department level. Each department should have department Coordinator
- Planning of the activities and program to be conducted for the semester
- Updated the members of the Revised Assessment Accreditation Framework
- Distinct focus from qualitative peer judgment to data based quantitative indicator evaluation
- Discussions on the revised Assessment and Accreditation process and roadmap for NAAC 2021
- Next meeting of Faculty Coordinators/Head of the Department/Deans with Hon'ble Vice Chancellor
- Discussions on the forth coming programs of IQAC :
  - ü Road map for NAAC '21
  - ü Increasing Ph.D. enrolment
  - ü Increasing publications/ publishing in standard journals
  - ü Social outreach
  - ü Inclusive growth
  - ü e-resources – Integration in the teaching and Learning process/ e-resource generation
  - ü Plagiarism
  - ü Life skills/ soft skills
  - ü National Workshop



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

ü Enhancing faculty Development Programme

Suggestions from members:

Dr Chirag Mistry: Collection of information and data in single window viz. Annual Report Maintenance System (ARMS)

Dr Rashmin Sompura: Suggestion for increasing Ph.D. Enrolment

Dr. B. S. Chakrabarty proposed the vote of thanks to the esteemed members of IQAC new team.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

## Minutes of Meeting

A general meeting of the core committee members and IQAC Faculty coordinators was held on 5<sup>th</sup> January, 2018 to discuss some of the pressing issues.

Hon'ble Vice Chancellor gave a brief presence to apprise the members about the visit of the President of the India to the university as the Chief Guest of Convocation. He said that the event will be webcasted.

The Director, IQAC welcomed the members and emphasized the need to propagate awareness and the way for compilation of data and documents by the Faculties/Colleges/Departments/Cells-Centers/etc. for NAAC Accreditation.

He also emphasized the need for conducting programs.

In the general discussion the following issues were raised/suggested:

The government increased emphasis on Startups and Innovation and the need for the university to act upon it.

Making a code of conduct for students.

Security in the campus particularly for female students and teachers.

Alternative arrangements for different grants which have been stopped by UGC.

Inviting officials from NAAC to apprise the university about the revised framework of NAAC.

The meeting ended with thanks to all present.

Dr. B. S. Chakrabarty,  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of the Core committee members was held on 22<sup>nd</sup> February, 2018 to discuss action plan for Criteria-3.

The Director, IQAC welcomed the members. Giving an overall picture of the criteria, he emphasized on criteria-3 as it has 25% weightage in the NAAC accreditation. Giving a bifurcation of Humanities/Social science and Science/Technology, he expressed his concern regarding the quantity and quality of research output coming from the humanities/social services. Some department of Science/Technology also came under scouting for research output. After extensive deliberations, the following points were suggested:

- Ø Number of publications per teacher needs to be enhanced.
- Ø The publications must be in SCOPUS index journals, preferably.
- Ø Numbers of departments with special assistance must be increased.
- Ø Constancy and testing work also needs drastic increase.
- Ø Special efforts are needed for innovation and incubation.
- Ø Young teachers must be encouraged for research/publications etc. by incentivization.

The meeting ended with thanks to the members.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of core committee members was held on 24<sup>th</sup> March, 2018 to discuss the action plan for student support and related activities.

The Director, IQAC welcomed the members and gave a presentation on the metrics related to student support and activities. The metrics are relevant mainly to two Criteria 3 and 5.

1. Research
2. Extension
3. Innovation
4. Intellectual Property Rights
5. Career Counselling
6. Guidance for Competitive Exams
7. Communication Skill
8. Life Skill
9. Bridge Courses
10. Advanced Courses
11. Remedial Courses

A part from the above, they must be encouraged to take up sports and other extra-curricular activities. Students event must be encouraged to give them more exposure.

The meeting concluded with thanks to all the members.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor

2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

**ACTION TAKEN REPORT 2017-18**

Sr. No.	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed
1	<b>AQAR</b> for 2017-18	Submitted on 31/12/18
2	<b>NIRF</b>	Submission of NIRF data to the portal
3	<b>Curriculum development</b> Impact of Learning resources on Enhancing Academic Productivity	Program conducted on 20 <sup>th</sup> September 2017
4	<b>Student Activity</b> Critical Thinking Skills	Program conducted on 25 <sup>th</sup> September 2017
5	<b>Faculty Development Programme</b> International Faculty Development programme ( Batch 1)	Program conducted on 27/09/17 and 28/09/17
6	<b>Interdisciplinary research</b> Interdisciplinary research in Science: Significance, Challenges and Opportunities	Program conducted on 28 <sup>th</sup> September 2017
7	<b>Faculty Development Programme</b> International Faculty Development programme (Batch 2)	Program conducted from 03/10/17 and 04/10/17
8	<b>Initiatives for reserved category students</b> Towards Integrated Wisdom and Peace through Inclusive Education	Program conducted on 6 <sup>th</sup> October 2017
9	<b>ICT</b> ICT based STTP on Communication Skills	Program conducted from 9 <sup>th</sup> October to 13 <sup>th</sup> October 2017
10	<b>Skill development</b> Non-destructive Testing: A career opportunity for engineers	Program conducted on 7 <sup>th</sup> January 2018
11	<b>Skill development</b> Additive Manufacturing (3D printing)	Program conducted on 30 <sup>th</sup> January 2018
12	<b>Skill development</b> Total Station and its Applications in Surveying	Program conducted on 4 <sup>th</sup> February 2018
13	<b>New NAAC Framework</b> An interactive session for teachers	Program conducted on 6 <sup>th</sup> February 2018
14	<b>Plagiarism</b> Academic Integrity and prevention of Plagiarism	Program conducted on 23 <sup>rd</sup> February 2018
15	<b>Faculty Development Programme</b> International Faculty Development Programme Phase II	Program conducted on 5 <sup>th</sup> March 2018



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

16	Faculty Development Programme Emotional Intelligence	Program conducted on 7 <sup>th</sup> and 8 <sup>th</sup> March 2018
17	Honorarium/Sitting Allowance to external experts	Revised vide SR* No. 8 dt: 30/05/17
18	Career Advancement for teachers	Implemented Syndicate dt: 30/5/17 and 28/7/17
19	Refund of fees to Students	Addressed SR No. 15 dt: 30/06/17
20	Wi-Fi coverage of Campus	Initiative taken SR No. 37(2) and (3) dt: 24/08/17
21	Increase in capacity of Girls hostel	Initiative taken SR No. 28 dt: 25/09/17
22	Events of University to be put on social media /website	Webcast of Convocation SR no. 7 dt: 29/11/17
23	University Supported Research Projects	Implemented SR no. 6 dt: 30/12/17
24	Purchase of book written by Hon'ble PM Shri Narendra Modi	Purchased 500 copies of "Convenient Action- Connectivity for change"
25	Start up and Innovation initiatives at the University	Initiative taken SR No. 23 dt: 6/3/18
26	Student Code of Conduct	Initiative taken SR No. 24 dt: 6/3/18
27	Security in Campus	Action taken SR. No. 26,32 dt: 6/4/18
28	Alternative arrangement of Grants stopped by UGC	Implemented SR No.21 dt: 6/4/18

**\*Syndicate Resolution (SR)**

**Syndicate is the statutory Executive body of the University**

**\*Link to the [Syndicate Resolutions](#)**



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

Accredited "A" Grade by NAAC

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

**IQAC Meetings 2018-19**

Sr. Nos	Meeting Date	Agenda
1	06-04-2018	General meeting of core committee members
2	08-06-2018	Water audit and Green Initiatives
3	02-07-2018	Feedback form, Generation of e resources and other initiatives
4	06-07-2018	AQAR, instructions for filling data, Upcoming activities
5	12-07-2018	PG Council meeting
6	13-8-2018	Curriculum framework, Learning Outcome, Feedback forms, writing to all faculties for data and ATR
7	16-8-2018	Plagiarism Policy
8	27-9-2018	National Conference on 29 <sup>th</sup> September, preparations and arrangements
9	3-10-2018	NIRF meeting
10	09-10-2018	MOOC, e resources generation
11	25-10-2018	Meeting with Inpods, Pune
12	29-10-2018	KCG five years data NIRF/SIRF
13	03-11-2018	Faculty Development Programme (e resources) FOL
14	05-12-2018	IQAC publication for Convocation "MSU Vital Parameters"
15	05-01-2019	General meeting of core committee members
16	07-01-2019	Organising Curriculum Development Workshops in different faculties
17	04-02-2019	Integration of ARMS, Student Satisfaction survey and other Agenda
18	13-03-2019	1. "New NAAC framework "Programme on 16.3.19 2. Faculty level meetings of IQAC @ Faculty

		3. Collection and compilation of data as per new framework at departmental and faculty level
19	25-03-2019	Syllabus Revision
20	28-03-2019	PG Council meeting



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting on 'New NAAC Framework Programme, Faculty-level IQAC Meetings, and Data Compilation as per New Framework' held on Wednesday, 13<sup>th</sup> March 2019, at 5 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- It was pointed out that the format of documents as per new NAAC framework had changed.
- The issue was also raised that data was being sent directly from department level. No meetings of IQAC were being held at faculty level.
- The announcement for "New NAAC Framework" programme to be held on 16<sup>th</sup> March 2019 was made, and directive was given to ensure that all department level co-ordinators remain present for the same.
- It was announced that weekly reporting of data would be done for each faculty; and the Vice Chancellor would be communicating personally in this regard.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A general meeting of the core committee members and Faculty coordinators was held on 6<sup>th</sup> April, 2018 to discuss the forthcoming activities/issues.

The Director, IQAC welcomed all the members and discussed some of the tasks that they are expected to be in the easing vacation.

He said that since the revised guidelines have a major emphasize on environmental issues, some steps need to be taken towards green initiatives. The coming vacation and subsequent monsoon can be used for the same.

He informed the meeting of post graduate council of Research & Studies will be held after the vacation. He appealed to the members to have a deep understanding of outcome-based education.

In the general discussion, members expressed the sense of urgency in beginning Start up and entrepreneurship cell and asked the Director to convey the same to the authorities.

They conveyed the feeling of teachers that contingency purchases by measures other than Govt. e-marketplace be allowed.

Going by the need of criteria 7 and in general, the needs of physically challenged students, appropriate washrooms should be provided.

One member suggested that the university must participate in all government schemes involving welfare of students and environmental initiatives.

The coordinators from Faculty of Technology conveyed that the students joining B.Arch. from streams other than science need assistance in Mathematics.

The meeting ended with thanks to the chair.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara – 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**


The minutes of the meeting on 'Water Audit and Green Initiatives' held on Friday, 8<sup>th</sup> June 2018, at 11:30 a.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- The chairperson announced the agenda to initiate green initiatives on a massive scale.
- Sanitary and hygiene issues were discussed and requirements for sanitation amenities for women were discussed.
- The issues of water wastage through leakages and flowing water were discussed. It was resolved that besides repairing and maintenance through engineering division staff, awareness programmes should be conducted for water conservation habits. Hostel staff should also be trained.
- It was suggested that the university buildings should be labelled for water conservation. There should be a design created to follow-up on the water audit.
- It was pointed out that no data or map was available regarding consumption of ground water.
- It was resolved that new buildings on campus should be fixed with a meter at the outlet of the water tank. The readings of the same should be taken on weekly basis, and a monthly average of water consumption should be prepared.
- It was decided that information must be collected on whether every faculty had a person to monitor the water tank and pump, as well as regarding the number of water tanks, bore well, and tube wells per faculty.
- It was resolved that a survey must be conducted on how much drinking water was consumed.
- It was resolved to conduct a survey of number of terraces, and find modes of recharging roof water and surface water, and using excess surface water.
- It was also decided that a measurement of pipes and maintenance process of the same would be conducted.
- It was resolved that a list of corporate organizations should be created to seek Corporate Social Responsibility (CSR) funds for water conservation systems.
- Among other green initiatives, solar power generation, use of organic compost, green transportation, tobacco-free campus, and plastic-free campus, were discussed.
- It was suggested that a policy for disposal of electronic waste should be created. Papers should be written and published on this issue to generate awareness.
- Tenders in the university should include terms and conditions regarding disposal of waste.
- Mechanisms for disposal of plastic waste and creation of compost should be developed. An agency should be appointed for compost-making.
- It was resolved that an agency should be appointed for implementation of water disposal and conservation mechanisms.

- It was resolved that 500 trees must be planted in the next three years on campus. For this, there must be identification of sites, suitable types, and agency for plantation and watering.

The meeting ended with a vote of thanks to all present.



Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A general meeting of core committee members and IQAC Coordinators was held on 2<sup>nd</sup> July, 2018 in the IQAC office to discuss issues like Feedback, e-resources and for general discussion.

The Director welcomed the member after the vacation break and asked them to be ready for busy schedule ahead.

He asked that faculty coordinators to conduct the feedback exercise of different stake holders.

He emphasized the need for more generation as well as use of e-resource and said that initiative towards that need to be taken by the IQAC office.

In the general discussion, the following points were suggested/conveyed.

Need for the students to be oriented/trained for competitive exams.

Student issues like uniformity in admission process, internal marks declaration and reforms in evaluation system in general.

The Director informed that a proposal for Directorate of Career Advancement for students is in place and will be shortly implemented.

Compulsory enrollment of student in either NCC, NSS or ACC.

The meeting ended with thanks to all.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



## **Internal Quality Assurance Cell The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

### **MINUTES**

The minutes of the meeting on 'Compiling Annual Quality Assurance Report(AQAR) and Other Activities' held on Friday, 6<sup>th</sup> July 2018, at 4 p.m. are as follows:

#### **DISCUSSION AND RECOMMENDATIONS:**

- The complete restructuring of the Re-Accreditation Report (RAR) was discussed.
- The integration of AQAR with Annual Report Management System (ARMS) portal was announced. The deadline for filling data for annual report was indicated as 31<sup>st</sup> July 2018, and it was also announced that IQAC would send a letter to the deans of all faculties indicating the deadline.
- The functioning of the ARMS portal was demonstrated and the link to upload the data was provided. It was directed that Computer Centre must be contacted for any difficulties with generating login id and password for uploading the data for AQAR 2017-18.
- The format for submitting data regarding syllabus revision and introduction of new courses under CBCS in the year 2017-18, was provided in detail to all the members,
- It was resolved that the practical difficulty regarding redundancy of data for NIRF and AQAR should be resolved by merging the data of the two.
- It was resolved that letters should be written to faculty and department level coordinators to encourage teachers to use more e-resources. It was suggested that workshops should be conducted at faculty level for teachers to train them in the use and generation of e-resources on MOOC, INFLIBNET, etc.
- The issue of inadequate data regarding student placement and progression was raised. It was suggested that a google form should be created for students to be filled during convocation, where they would provide the relevant data.
- The issue of increasing number of quality publications, Ph.D. guides and Ph.D. scholars was raised. It was resolved to compile a list of faculty-wise UGC journals, and also identify other suitable Indian journals and publishing groups, to ensure increase in the number of quality publications. It was also suggested that PET should be held twice in a year to increase the number of research scholars.
- It was resolved that documents on the policy of plagiarism must be passed in the syndicate and displayed on the website.
- Two best practices of the university were resolved to be digitization and automatization of administration.
- It was resolved to adopt green initiatives such as replenishing ground water, tree plantation and solar power generation in the university.

- The issue of apprehensions regarding data sharing was raised, that led to difficulties in collection and compilation of data. It was resolved that relevant authorities at faculty level would be directed regarding proper sharing of data.
- The chief librarian offered to provide centralised research data.
- The meeting for discussion of new NAAC framework was scheduled on Monday, 13<sup>th</sup> July 2018 at 3 p.m. Discussion on organizing programs and workshops on e-resources was added in agenda for the same meeting.

The meeting ended with a vote of thanks to all present.



Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting of PG Council held on Friday, 12<sup>th</sup> July 2018, at 5 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Ordinance for attendance, ordinance for working executives and fellowships offered were discussed.
- Discussion was conducted on the criteria for allocation of supervisors/guides.
- The issues with Ph.D. coursework were raised. It was pointed out that the coursework proved difficult for humanities students, and easier for science and technology students. It was resolved to modify the course content.
- Out of the three papers on research writing, statistics, and computational techniques respectively, it was unanimously agreed that the first paper could continue to be common for all students, while modifications must be made to the course content of the second and third papers especially for the humanities students.
- It was suggested that for the second paper, humanities students could have a higher content of qualitative statistical methods, besides the basic methods. Regarding modifications to the third paper, it was agreed that relevant changes should be made after due consultation with the resource persons. It was also agreed that the Deans of faculties, particularly humanities, should also be consulted regarding changes in the course content.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting on 'Curriculum Framework, Learning Outcomes, Feedback Forms, and Data Collection' held on Monday, 13<sup>th</sup> August 2018, at 4 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- It was resolved to write to all faculties to collect data and follow up on action taken.
- It was suggested that more elective courses should be added in the curriculum.
- In context of curriculum development as a whole, it was suggested that the value additions should be identified, data analysis such as feedback should be incorporated.
- The issue of learning objectives was discussed.
- Courses for continuing adult education were discussed, such as Dramatics in Faculty of Performing Arts.
- It was resolved that all faculties must stop using old forms.
- The issue of teacher's bias was discussed for which employer's feedback was suggested as a solution.
- It was suggested that attendance weightage should be added at faculty level. For this, it was resolved to write to the faculties to provide student attendance data.
- A systematic mechanism for generating employer feedback was suggested which would involve faculty level coordinator, department level coordinator, and extraction of data as per source number and course title.
- It was also suggested that those faculties who invite outsiders/stakeholders could seek their feedback regarding syllabus modification.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

NAAC Accredited "A" Grade

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES**

Internal Quality Assurance Cell (IQAC) organized a meeting on 16<sup>th</sup> August 2018 at 4.00 pm in IQAC Office to review UGC (Promotion of Academic Integrity and prevention of plagiarism in Higher Educational Institutions) Regulations, 2018.

Dr. B. S. Chakrabarty, Director, IQAC welcomed all members and detailed UGC Policy.

Prof. Shagufa addressed the meeting.

The Preamble, title, application, commencement, definitions and contents of the policy were read. Following points were discussed:

- Systematic planning for curbing plagiarism to all the faculties should be conducted by Internal Quality Assurance Cell.
- Conduct awareness programs and trainings for faculties and students.
- Circulation of UGC Policy to all Deans, Heads, Guides, Principals etc and displayed on website.
- Formation of Departmental Academic Integrity Panel (DAIP) and Institutional Academic Integrity panel (IAIP)

The group reviewed the UGC policy and it was unanimously agreed by all the members present to implement the ditto for University.

Meeting ended with a vote of thanks.

Dr. B. S. Chakrabarty,  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting on 'National Conference on 29<sup>th</sup> October 2018: Preparation and Arrangements' held on Thursday, 27<sup>th</sup> September 2018, at 3:30 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Three committees were formed to manage the arrangements of three different departments.
- The first committee for food arrangements was advised to take three quotations to ascertain the budget.
- The second committee was instructed to manage book release, and presentation of mementos/shawls, and certificates.
- The third committee would supervise the research paper presentations and interactive sessions to be conducted in the auditorium.
- The travel arrangements for guests, and timings for different sessions, were also discussed.
- It was resolved that maximum advantage must be taken of the in-panel discussion on the idea of Quality Culture.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A general meeting of the core committee members and faculty coordinators was held on 3<sup>rd</sup> October 2018, to discuss NIRF, SIRF Publications for convocation and AQAR.

The Director welcomed the members. He informed about the efforts needed for collection of data for NIRF. He also informed about initiative of Govt. of Gujarat for state institutional Ranking Framework.

He informed that the IQAC office was working on some publications for the convocation.

He reviewed the status of compilation of AQAR.

The following points were discussed in further deliberations:

Members expressed happiness and satisfaction on being declared a CARE Regional university and their readiness to provide any kind of assistance. The work must be carried promptly.

The process of reassessment of works came for critical evaluation by the members.

They informed that the office of Alumni Affairs has received representation from Alumni to allow them to use amenities/facilities of the university. They were told that it was under consideration.

The representatives from several facilities requested for legal help regarding IPR.

The meeting ended with thanks to the chair.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting on 'MOOC and E-Resources Programme' held on Tuesday, 9<sup>th</sup> October 2018, at 3:30 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Studio designing for e-resources, e-PGPathshala, and creating a centralised facilitation for students were some of the main items discussed.
- The utilization of e-resources and the role of e-content in academic context was pointed out.
- The concept of MOOC, types of MOOCs, process of developing a MOOC, platforms offered such as SWAYAM, and nodal agencies available, were discussed.
- Login and User Interface of SWAYAM was practically demonstrated.
- It was pointed out that a laptop and internet connection were the basic requirements for creation of and access to e-content.
- Certain challenges of the process were also discussed, such as creation of e-content in subjects of performing arts such as Dance and Drama.
- It was suggested that existing course content could be converted into MOOC.
- It was resolved to create a plan for 2021 for MOOCs and copyrights.
- The MHRDC scheme was discussed and 75 recognized centers were identified. The process of grants and budget allocated to HRDC was also discussed.
- Infrastructure required for development of MOOCs was discussed in detail, such as the need for a studio, and/or infrastructure for a language lab.
- It was suggested to create a proposal for an audio-visual room.
- It was resolved to conduct a program by IQAC on generation of e-resources. It was also pointed out that public funded research should be mandatorily available on public domain.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor

2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting for presentation on InPods application to enhance teaching-learning process' held on Thursday, 25<sup>th</sup> October 2018, at 2 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Mr. Ajay Bhagwat from InPods, Pune, made a presentation on the cloud-based application that mapped curriculum development and progress. The data analysis would also be useful for ranking and accreditation process.
- The mapping was as per an outcome-based framework designed across the following parameters:
  - Program Objectives, Program Specific Objectives and Curriculum Objectives
  - Course Outcome level attainment
  - Learning abilities of students
  - Batch level assessment of attainment of course objectives
  - Teacher surveys
- The framework included the parameters as per Bloom's taxonomy.
- The framework also included evaluation (micro/macro) as per NIRF criteria covering the following:
  - Research/Citations per faculty per year
  - Comparison of different years
  - Criteria-wise performance and comparative analysis

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara – 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting for 'KCG Five Years' Data NIRF/SIRF' held on Monday, 29<sup>th</sup> October 2018, at 3 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- A briefing was made to the members about NIRF and SIRF, as well as mail from KCG regarding data required.
- Members were informed that the data collection channels would remain the same.
- All faculties were directed to ensure procurement of all supporting documents for the data.
- It was resolved that data would be collected faculty-wise.
- Google forms would be created, and all forms would be sent to the Deans and Heads of Departments.
- A meeting would be arranged and the form link would be provided to retrieve data.
- The deadline for collection of data from departments was decided as 22<sup>nd</sup> November 2018.
- Departments were expected to provide data regarding student progression, student placements, as well as consultancy and research projects for the academic years 2015-16, 2016-17, and 2017-18.
- Regarding the issue of self-employed students especially from Faculty of Performing Arts, Faculty of Fine Arts, and Faculty of Law, it was resolved that documents such as visiting cards, self-employment declaration with testimonials, bills generated, etc. could be considered, or for students of law, a copy of the *sanad* could be procured.
- All department level coordinators were advised to start filling data manually. The link of the google form would be sent by an sms to concerned persons.
- Regarding SIRF, it was advised that maximum data should be procured through collection of information and documentation. It should be sent to the agency so that there is an improvement in ranking.
- Coordinators were advised to work hard to collect the data and ensure that they reach out to each and every department. It would, then, be the responsibility of departments to reach out to every teacher.
- The tentative deadline for data collection was decided as 20<sup>th</sup> November 2018.

The meeting ended with a vote of thanks to all present.



Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor

2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the 'Faculty Development Programme on E-resources' held on Saturday, 3<sup>rd</sup> November 2018, at 10 a.m. in IQAC office are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- The faculty members were apprised of the changes in the RAR framework.
- An understanding of the criteria was provided, such as teacher-centric criteria, criteria 3 which accounted for projects, publications and consultancy; criteria 4 which accounted for library resources, and use of ICT resources; criteria 5 which accounted for student progression and placement; criteria 6 for leadership; and criteria 7 for innovative practices, etc.
- A detailed discussion on E-resources was conducted.
- The concept of E-resources drawn from Stanford University was discussed. The outreach was also pointed out that how millions of users accessed these resources.
- Thus, it was emphasized that MOOC courses were very important besides classroom teaching. The types of and use of e-resources were discussed further.
- Further, steps for developing e-resources were also discussed.
- Access to n list resources was also discussed.

The programme ended with a vote of thanks to all present.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting for 'IQAC Publication for Convocation: "MSU Vital Parameters"' held on Wednesday, 5<sup>th</sup> December 2018, at 3:30 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- It was resolved that a publication should be created that presented the evolution of the university in the form of a story, and showcased the entire university.
- It was also suggested that a new approach for presentation of the same should be developed.
- The descriptors for the vital parameters were identified as :
  - Legacy of the university
  - Academic features
  - Research and Contribution
  - Facilities and Amenities
  - Resources (Human and Intellectual)
  - Administrative and Academic Structure
  - Alumni and Dignitaries
  - Social Outreach
- In the section on legacy, it was suggested that the history of the Oriental Institute, Art History department, evolution of BBA faculty, and the Baroda Teachers' College from which the Faculty of Education and Psychology developed, should be included.
- It was suggested that Academic Features should include MOOCs, CBCS system, flexibility and movement across programs, and unique programs.
- Research and Contribution would include information on publications in journals, SCOPUS index, etc. as well as consultancy work. It was also suggested to conceptualise a book based on contribution in the domains of leadership and community ownership.
- Regarding Facilities and Amenities, it was suggested that unique features such as ICT resources, the library, central facilities, pavilion, and creche, should be highlighted. Besides, information on the various cells, centres, committees, as well as number of classrooms, seminar rooms, halls, equipments and other infrastructure should also be included.
- In the section of Human and Intellectual Resources, it was resolved that information regarding students and staff should be presented, including information on recognition and awards received. Information on extra-curricular activities and recognition in the same would also be included.



- It was suggested that placements should be included in the section on Academic and Administrative Structure.
- In the section on Social Outreach, it was suggested that activities by Faculty of Social Work, Faculty of Family and Community Sciences, and Faculty of Performing Arts, should be highlighted.
- Besides the above suggestions, it was also proposed that a book on promoting quality education should also be compiled, which should also have a futuristic vision.

The meeting ended with a vote of thanks to all present.



Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of the Core Committee members and IQAC coordinators on 5<sup>th</sup> Jan, 2019 was held to discuss issues regarding data collection/compilation of Criteria 1 and the filling of data in ARMS portal.

The Director, IQAC welcomed all the members.

He gave a presentation on the data requirement for criteria 1 and the status of data received so far.

After deliberations, it was decided that the data to be asked in a prescribed format which mentions the syllabus in topics/units and their connection/relation to levels of BLOOMS Taxonomy, Programme Specific Outcomes (PSO), Course Specific Outcome (CSO), local / Regional / National/Global needs, employability /entrepreneurship /skill development, professional ethics/ environment, sustainability/gender sensitivity etc.

It was decided to organize orientation sessions in all faculties.

The members were informed about the Annual Report Management System (ARMS) being made inclusive of the templates for data needed for NAAC. The Faculty Coordinators were asked to reach out to the teachers /Departments to fill the data.

Some members informed about the enthusiastic response of students for Innovation and Start up. It was suggested that the Vir Savarkar building be allocated for the same.

It was also suggested to set up a Makers Laboratory to further strengthen the SSIP initiatives.

The meeting ended with thanks to the chair.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting on 'Planning of Criteria 1 or Curriculum Development Workshop at different Faculties' held on 7<sup>th</sup> January 2019, at 4:30 p.m. are as follows:

- It was resolved that the workshops will begin with Faculty of Education and Psychology.
- It was resolved that the workshops in the bigger faculties such as Faculty of Arts, Faculty of Science, Faculty of Commerce, etc. will be conducted after summer vacation, and the Vice Chancellor will also be present at the same.
- The syllabus structure was discussed whereby contact hours of the entire syllabus must be divided by units. The percentage or weightage per unit was also discussed.
- It was agreed that a 'new course' would mean that the title of the course should be different, and that at least 50% of the syllabus should be changed.
- The issue of CBCS and elective courses was discussed. It was clarified that no CBCS meant that no elective courses could be there.
- Value added courses with 30 hours of contact were discussed, and number of courses in Faculty of Arts and Faculty of Engineering and Technology were listed.
- Suggestions were invited for evening programmes or part-time programmes.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting on 'Integration of ARMS; Submission of AQAR; Self-Appraisal; Introduction of New Courses; Introduction of Value-added programmes; Incentivization of Publication; Grants for Teachers; and Examination Reforms' held on 4<sup>th</sup> February 2019, at 3 p.m. are as follows:

- The integration of Annual Reports with the Annual Report Management System (ARMS)
- The release of a book on Student Satisfaction Survey during convocation.
- Discussion was also conducted on the approval of 680 teaching positions, and revival of all the positions.
- The Vice Chancellor scheduled his faculty-wise visit for 25<sup>th</sup> October 2019 onwards.
- New Ph.D. ordinances to be approved in syndicate were discussed.
- The deadline for filling of Annual Report was announced as 31<sup>st</sup> December 2019.
- It was notified that the format of the Annual Report was to be approved by the senate.
- It was resolved that self-appraisal will be filled by 5-years' contract-appointed teachers as well as permanent teaching staff. A copy of the same would also be retained by IQAC.
- Incentivization of publications, and grants to be sent to teachers were discussed.
- It was suggested to install solar panels on all empty roofs, install LED bulbs, and ban use of plastic bottles on the university campus.
- It was resolved that each faculty or department should have a counseling coordinator.
- A discussion was also held on monitoring preparedness of teachers by way of session planning, academic calendars, and monitoring classroom performance.
- Discussion of new diploma and certificate courses, peer participation, reward and recognition to teachers and fairness in evaluation.

- It was resolved that a committee should be formed for examination reforms. Other points such as incentivization for students, credit transfer, and online evaluation were also discussed in this context.

The meeting ended with a vote of thanks to all present.



Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting on 'Syllabus Revision' held on Monday, 25<sup>th</sup> March 2019, at 3 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- The meeting started with provision of basic clarification regarding terms and nomenclature in the syllabus criteria. Such as, 'program' referred to degree and 'course' referred to subjects.
- It was indicated that each faculty was to define Program Outcomes, Program Specific Outcomes, and Course Outcomes of each of the subjects.
- The defining of outcomes was to focus on how much content is dedicated to employability and skill development; as well as elements which focused on gender, environment, and global development needs.
- Query was raised regarding value added courses being offered in any faculty.
- The tentative dates for conducting faculty-level workshops on syllabus revision were tentatively scheduled as follows:
  - Faculty of Family and Community Sciences – 1<sup>st</sup> April 2019 at 11 a.m.
  - Faculty of Arts – 2<sup>nd</sup> April 2019 at 11 a.m.
  - Faculty of Technology and Engineering – 3<sup>rd</sup> April 2019 at 12 p.m.
  - Faculty of Science – 4<sup>th</sup> April 2019 at 11 a.m.
  - Faculty of Commerce - 5<sup>th</sup> April 2019 at 11:30 a.m.
  - A joint workshop for Faculty of Social Work, Faculty of Management Studies, Faculty of Law, Faculty of Journalism, and Faculty of Pharmacy was scheduled on 1<sup>st</sup> April 2019 at 3 p.m.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the PG Council Meeting held on Thursday, 28<sup>th</sup> March 2019, at 5 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- It was resolved that the UGC guidelines would be followed regarding the following:
  - Research policy
  - Plagiarism
  - Established systems and procedures regarding maintenance and utilization of resources.
- It was resolved to create committees to frame policies regarding aforementioned areas.
- Discussion regarding structuring of the committees was conducted.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara – 390002  
Tel. Ph.: (+91-0265) 2788833

---

**ACTION TAKEN REPORT 2018-19**

Sr. No.	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed
1	<b>Annual Quality Assurance Report</b>	Submission of AQAR 2018 -19 on 14.03.2020
2	<b>NIRF</b>	NIRF formats had been successfully uploaded in NIRF website as well as University
3	<b>GSIRF</b>	Data submitted as required
4	Annual Report Maintenance System (ARMS) in conjunction with the conventional Annual Report of the University	Portal made operational and teachers supposed to fill data on line. Data compiled
5	<b>NAAC revised framework</b> Orientation for teachers	* Conference held on 29 <sup>th</sup> September 2018 title: Quality & Accreditation of Higher Education in India: Policy and Best Practices. * Workshop conducted on NAAC revised Framework 13 <sup>th</sup> March 2019. Data being prepared accordingly.
6	<b>NAAC revised framework</b> Orientation for Section Officers	Meeting held on with Section officers of the University on 4 <sup>th</sup> April 2019 [NAAC revised framework]. Data being prepared according to the templates.
7	<b>Accreditation</b> The power & purpose of ACBSP, USA Global Accreditation	18 <sup>th</sup> April 2018
8	<b>Students Support</b> Athletics Federation of India	4 <sup>th</sup> May 2018





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

9	<b>Research Programme</b> Workshop by Research for Resurgence Forum	15 <sup>th</sup> May 2018
10	<b>Skill Development cum career counselling</b> Non-Destructive Testing- A Career Opportunity	22 <sup>nd</sup> July 2018
11	<b>Skill Development</b> Additive Manufacturing (3D Printing)	30 <sup>th</sup> August 2018
12	<b>E-resources</b> Workshop on Use and Generation of e-resources as well as Intellectual Property Rights	20 <sup>th</sup> October 2018
13	<b>E-resources and IPR</b> Workshop on Use and Generation of e-resources as well as Intellectual Property Rights FDP for FOL	3 <sup>rd</sup> November 2018
14	<b>Extension and outreach</b> Samanvit Gramvikas Prabodhini	30 <sup>th</sup> December 2018
15	<b>NAAC Revised Framework</b> Orientation programme for teachers	16 <sup>th</sup> March 2019
16	Plagiarism	UGC provisions implemented.
17	Incentivizing research output (Financial support to encourage quality research)	Implemented vide Syndicate item No. 32 dated 31-07- 2019 (Appendix-31)
18	Students Satisfaction Survey	Students feedback data collected, compiled, analysed and deficiencies addressed/action taken
19	Amendments in Ph.D. ordinances	Amendments cleared in P.G. Council meeting and implemented



## Internal Quality Assurance Cell

### The Maharaja Sayajirao University of Baroda

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

20	<b>Curricular aspects</b> Curriculum framework and Learning outcome workshops in all faculties	Conducted in all faculties. Prepared by respective departments to be cleared in BOS 2019-20
21	Road map of five years	Data submitted to Knowledge Consortium Gujarat, Dept. of Education, GOG.
22	<b>Orientation programme</b> on revised guidelines for faculty members	Conducted in all faculties
23	<b>Curricular Aspects</b> Introduction of new course	The matter was placed before the Board of Studies The normalized syllabus has been incorporated in the curriculum and syllabus of respective programs.
24	<b>Curricular Aspects</b> Introduction of industry centric courses in Curriculum	Introduced and strengthened industry centric elements in the courses
25	<b>Curricular Aspects</b> Introduction of project works other than final year	Some departments have implemented
26	<b>Green initiatives</b>	Solar panels installed and plantation done. Proposals sent to GOG. Ministry of Climate accepted.
27	<b>Gender issues</b> Women Grievance & Redressal Cell	WGRC strengthened and cases expedited
28	<b>E resources</b> Library and e resources	Substantial inflow of resources
29	<b>Student support</b> Food Quality within the campus (24*7 canteen facility)	UGC directive implemented
30	<b>Student support</b> Placement of final year students.	Mega Placement Fair 2019/good on campus and off campus placement
31	<b>Student support</b> Center for Startup and Innovation	Disbursement of grant to Innovative Project Ideas October - 2019
32	All India Survey of Higher Education 2018 -19, Department of Higher Education, Ministry of Human Resource Development, Government of India.	Submitted



## Internal Quality Assurance Cell

### The Maharaja Sayajirao University of Baroda

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara – 390002

Tel. Ph.: (+91-0265) 2788833

33	Quality of Publications	In context of UGC Cell for journal analysis the MSU has been identified as one the Regional University as CARE university for western region. Center established and functioning
34	<b>Student Support</b> DSW Scholarships	Amount disbursed Rs. 82,60,166.23
35	Start up and Entrepreneurship Cell	Approved S.R. No 12 dt: 4/6/18
36	Contingency purchases other than e-market place	Initiated S.R. No. 11 dt: 4/6/18
37	Amenities for Physically challenged	Initiated S.R. No. 3 dt: 13/7/18
38	Govt, initiatives for Students and environment participation	Implemented S.R. No 17, 18 dt: 13/7/18
39	Bridge Course in mathematics for B.Arch. students	Implemented S.R. No. 41 dt: 13/7/18
40	Orientation /Training for Competitive Exams	Partial initiation S.R. No. 36 dt: 9/8/2018
41	Uniformity in admission process, internal marks declaration, exam reforms	Initiated/ Implemented S.R. No. 21, 52, 54 dt: 9/8/2018
42	Compulsory enforcement in NCC/NSS/ACC	Reinforced S.R. No 29 dt: 4/9/
43	Office of Directorate of Career Advancement for Students	Implemented S.R. No. 55 dt: 9/8/2018
44	CARE Regional University	Initiated S.R. No. 70 dt: 29/12/18
45	Process of Reassessment- Reforms	Initiated S.R. No. 54, 55 dt: 29/12/18
46	Use of amenities /facilities by Alumni	Approved S R No. 49 dt: 29/12/18
47	Legal help regarding IPR	Center for IPR established SR No. 12 dt: 28/1/2019
48	Format for data collection of criteria 1 and Orientation for the same in all faculties	Format prepared Orientation conducted in all faculties
49	Allocation of more space for SSID unit	Approved SR no. 26 dt: 8/2/2019
50	Proposal for Makers Laboratory	Approved SR. No. 42 dt 3/3/2019

\*Syndicate Resolution (SR)

**Syndicate is the statutory Executive body of the University**

\*Link to the [Syndicate Resolutions](#)



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

Accredited "A" Grade by NAAC

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002

Tel. Ph.: (+91-0265) 2788833

---

**IQAC Meetings 2019-20**

Sr. Nos	Meeting Date	Time	Agenda
1	4 <sup>th</sup> April 2019	5:00 p.m.	General meeting of Core Committee Quality Initiatives
2	9 <sup>th</sup> April 2019	4:00 p.m.	Plagiarism Policy
3	25 <sup>th</sup> April 2019	3.30 p.m.	Syllabus revision for teachers of Faculty of Law, Faculty of Journalism and Communication, Faculty of Management Studies and Faculty of Social Work
4	4 <sup>th</sup> May 2019	4.00 pm	Annual Report Management System and collection of data for Annual Quality Assurance Report.
5	10 <sup>th</sup> June 2019	4.00 p.m.	Compilation of Annual Quality Assurance Report.
6	4 <sup>th</sup> July 2019	4:00p.m.	General meeting of Faculty Coordinators for collection of data from departments
7	11 <sup>th</sup> July 2019	2:00 p.m.	Meeting with ex Vice Chancellor Prof. B. Punia, Mahararishi Dayanand University and interaction with Core Committee of IQAC
8	13 <sup>th</sup> July 2019	1:00 p.m.	I CARE
9	23 <sup>rd</sup> July 2019	4:30 p.m.	Meeting on Curriculum Development Workshop at IQAC office
10	26 <sup>th</sup> July 2019	11:00 p.m.	Meeting on Curriculum Development Workshop at Faculty of Education and psychology
11	26 <sup>th</sup> July 2019	3:00 p.m.	Meeting on Curriculum Development Workshop at Faculty of Social Work, Faculty of Management Studies, Faculty of Journalism and Communication
12	27 <sup>th</sup> July 2019	11:00 p.m.	Meeting on Curriculum Development Workshop at Faculty of Technology and Engineering and Faculty of Pharmacy
13	27 <sup>th</sup> July 2019	3:00 p.m.	Meeting on Curriculum Development Workshop at Faculty of Family and Communication Science
14	29 <sup>th</sup> July 2019	12:00 noon	Meeting on Curriculum Development Workshop at Faculty of Law

15	31 <sup>st</sup> July 2019	11:00 a.m.	Meeting on Curriculum Development Workshop at Faculty of Performing arts
16	7 <sup>th</sup> August 2019	3:30 p.m.	Meeting on Curriculum Development Workshop at Faculty of Fine arts
17	20 <sup>th</sup> August 2019	3:00 p.m.	Meeting on Collection and Compilation and documentation for the Qualitative criteria
18	23 <sup>rd</sup> August 2019	1:00 p.m.	Meeting on Curriculum Development Workshop at Faculty of Commerce
19	3 <sup>rd</sup> September 2019	5:00 p.m.	NIRF and finalization of ARMS data
20	23 <sup>rd</sup> September 2019	11:00 a.m.	Meeting on five years action plan, KCG
21	3 <sup>rd</sup> October 2019	3:00 p.m.	For requirement of data of new NAAC Framework
22	3 <sup>rd</sup> October 2019	5:30 p.m.	Providing handholding support for university to improve ranking and rating score
23	16 <sup>th</sup> October 2019	1:00 p.m.	Meeting of IQAC Faculty Coordinators was held to discuss multiple issues at Faculty of Family and Community Sciences
24	16 <sup>th</sup> October 2019	3:00 p.m.	Meeting of IQAC Faculty Coordinators was held to discuss multiple issues at Faculty of Science
25	28 <sup>th</sup> November 2019	5:00 p.m.	Meeting on Data compilation for AQAR, IQAC Budget, Student progression & collection & presentation of three years data to Syndicate
26	29 <sup>th</sup> November 2019	3:00 p.m.	Providing handholding support for securing / improving NAAC Accreditation, improving score in NIRF and various Rating system
27	29 <sup>th</sup> November 2019	5:00 p.m.	Submission of AQAR
28	12 <sup>th</sup> December 2019	10:00 a.m.	Placement Fair 2020 (Zone 3 Node 1), Education Department Govt. Of Gujarat, Planning and initiation, process of student registration to contact Industry/Companies
29	9 <sup>th</sup> January 2020	5.00 p.m.	University website portal for NAAC-DVV
30	1 <sup>st</sup> February 2020	4.00 p.m.	Mega Placement Fair 2020
31	7 <sup>th</sup> February 2020	4.00 p.m.	Annual Report Management System data and reports
32	4 <sup>th</sup> March 2020	4.00 p.m.	New NAAC framework meeting of IQAC Faculty Coordinators



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

### MINUTES OF THE MEETING

A meeting of IQAC Faculty coordinators was held on 4<sup>th</sup> March, 2020 at 4.00 p.m. to apprise and discuss about the recent changes in the NAAC framework.

The Director, IQAC welcomed the members.

In his presentation, he gave a brief idea about the members and weightage of quantitative and qualitative metrics, in view of the recent changes.

It was observed that some questions were changed, some added, some deleted and some of them were merged.

Each of the above metrics were displayed and discussed to evaluate the change in the pattern of data collection and supporting documents.

The faculty coordinators were asked to put the data in the modified format. They were instructed to convey the same to the department coordinators and start the process of data collection for 2019-2020, wherever pending.

The meeting ended with thanks to the chair.

Director, IQAC  
The M. S. University of Baroda.  
Vadodara.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting on 'Quality Initiatives' to apprise section officers of the NAAC revised framework held on Thursday, 4<sup>th</sup> April 2019, at 5 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Welfare measures for teaching and non-teaching staff were discussed, including how to frame an ordinance regarding the same.
- It was discussed that an appraisal form could be created with respect to creating a Performance Appraisal System for teaching and non-teaching staff
- Creation of a Code of conduct handbook for students, teachers, governing body, and administration including Vice Chancellor / Director / Principal / Officials and support staff, was also discussed.
- It was pointed out that a policy for patents did not exist for Faculty of Arts. It was resolved that an exclusive meeting must be held regarding patents and Intellectual Property Rights (IPR).
- It was suggested that the nomenclature of PG Council should be broadened, to something like Council of Research and Studies, which would cover any issue related to academics.
- A revenue generated consultancy policy was suggested, whereby training and executive programs for corporates could be held.
- Code of Ethics to check malpractices and plagiarism in research was discussed with respect to UGC guidelines.
- A discussion on redressal of grievances was conducted. It was agreed that ragging, women's grievances, and other grievances should be differentiated. Formation of groups and conducting meetings regarding the same were also discussed.
- Framing of Coursework Committee and Plagiarism Committee was also discussed.
- A discussion was also conducted on students' examination evaluation procedure, and exam manual.

The meeting ended with a vote of thanks to all present.

Director, IQAC

The M. S. University of Baroda.  
Vadodara.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

(Accredited Grade 'A' by NAAC)

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833**

---

**MINUTES**

The minutes of the meeting on 'Plagiarism Policy' held on Tuesday, 9<sup>th</sup> April 2019, at 4 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Punitive measures for supervisor and student with respect to plagiarism were discussed.
- It was indicated that as per current policy, submission of self-certification was required with the signature of the student, guide, Head of Department, and Dean.
- It was discussed whether Urkund Certificate should also be included in the policy.
- It was suggested that a template should be made for getting a report from Urkund.
- It was also suggested that the penalties delineated in UGC policy point number 12.2, will also be applicable to point 12.1.
- It was discussed whether the minimum criteria for similarities should be increased from 10% defined in the UGC policy, as well as penalties for the guide/supervisor.

The meeting ended with a vote of thanks to all present.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

27<sup>th</sup> April 2019

**MINUTES**

The minutes of the meeting on “Syllabus revision for teachers of Faculty of Law, Faculty of Journalism and Communication, Faculty of Management Studies and Faculty of Social Work” on Thursday, April 25<sup>th</sup> 2019 at 3:30 p.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom’s taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCD programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of Department IQAC coordinators was held on 4<sup>th</sup> May, 2019 at 4.00 pm in the Senate Hall to apprise them about the Annual Report Management System and to begin the collection of data for Annual Quality Assurance Report.

The coordinators were welcomed by Director, IQAC.

The initial remarks were given by Hon'ble Vice Chancellor.

While giving the presentation on ARMS, the Deputy Director, Computer Center, Dr. Viral Kapadia said that almost all parameters and templates related to the data of these parameters pertaining to NAAC have been included in the ARMS portal. He demonstrated how the information can be accessed/filled up by teachers and the departments and how different reports can be generated.

There was an interaction session on ARMS after the presentation.

This was followed by a brief discussion on AQAR but it was felt that a separate session was needed for it, which can be called after sometime.

The meeting concluded with thanks to all.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao**  
**Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002**  
**Tel. Ph.: (+91-0265) 2788833**

---

**Minutes of Meeting**

A meeting of the core committee members was convened and held on 10<sup>th</sup> June, 2019 at 4.00 pm to discuss the issues regarding compilation of Annual Quality Assurance Report.

The Deputy Director welcomed the members and gave a presentation on the format of AQAR criteria by criteria.

The Criteria 1 was discussed in detail and issues regarding NAAC questions pertaining to the revision of syllabus, introduction of courses and introduction of more electives were reviewed. It was resolved to again reach out to the different faculties and departments to get the data for syllabus revision.

Recalling the difficulties of previous year, it was resolved to pay more attention to the Qualitative aspects of the AQAR.

It was also resolved to make separate groups criteria wise to check and compile the data and documentation of the criteria.

The meeting concluded with thanks to all present.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

06<sup>th</sup> July 2019

**MINUTES**

The minutes of the meeting of Faculty coordinators meet for collection of data from departments was held on Thursday, July 4<sup>th</sup> 2019 at 4:00 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Faculty coordinators were given a detailed description of the documentation needed.
- Different categories of questions were presented.
- A list of required documentation was also presented.
- Coordinators were asked to call the meeting of department representatives and convey to them the documentation needed from students, teachers and departments.
- Link of Google form to fill up student's data/ documentation was also given.
- Teachers to be asked to fill up the ARMS portal.

**Suggestions given by members are as under:**

- Ø Immediate need of NBA accreditation for AICTE based faculties / departments / programs.
- Ø Members raised the need for providing incentives to teachers for quality research.
- Ø Members also suggested the replacement of UGC list of Journals with CARE list.
- Ø Coordinators from several faculties raised the need for incubation support to start-up units/initiatives of students.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

13<sup>th</sup> July 2019

**MINUTES**

The minutes of the meeting with ex Vice Chancellor **Prof. B. Punia**, Mahararishi Dayanad University and the interaction with Core Committee of IQAC held on Thursday, July 11<sup>th</sup> 2019 at 2:00 p.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Creation of appropriate cells and centers.
- To set up Digital Learning initiatives of University to review and monitor the current use of digital resources and suggest ways to improve utilization of digital resources.
- Strong Alumni data base
- Website Updation at regular interval.
- Creation PRO for every department.
- Setup Administrative Staff College
- Optional metrics option and weightage
- Formation of RCC committee, patents, consultancy etc., should be passed through RCC
- Student satisfaction survey
- Programs should be revised through IQAC

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

16<sup>th</sup> July 2019

**MINUTES**

The minutes of the meeting on 'I CARE' held on Saturday, July 13<sup>th</sup> 2019 at 1:00 p.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

Dr. Karthick highlighted the following points in his presentation:

- 37 lakh students migrate in a decade in India.
- This is in want of better education, facilities and jobs.
- He further explained why and how the importance of data is needed for NAAC framework.
- Addressing challenges faced by students is utmost important based on the same curriculum reframing should be carried out.
- Points were deliberated on why the Prime Minister wanted a National ranking system for our country.
- How academic reputations are important, how it affects our ranks.
- Is the Importance to participate in Q S ranking system.
- Need of research policy on one name and on single mandate is essential. This was further emphasized by giving few other examples

**Research Performance**

- Publication – 6.5laks (2011-16) (20 lakh citations)  
3.2 citation/ document
- International collaborations- 17%
- Corporate collaborations- 0.8%



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
**Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad**  
**Road, Fatehgunj, Vadodara-390002, Gujarat, India**  
**Tel. Ph.: (+91-0265) 2788833**

---

Session II

Mr. Syed Mujahid

- He insisted and highlighted importance of prequalifying for NAAC
- The details were given on DVV, student satisfaction per team (Out of 4000-CGPA is calculated)
- Demand ratio to be checked- Teacher to student
- HEI claim, third party assessment, documentation to be checked

Discrepancies or challenges possible:

- a. 10-15% deviation for quantitative data (on any 10-15 metrics)
  - b. <100% smooth transition
  - c. More than 10-15%- show cause notice will be given
  - d. If more than 30% then we will be disqualified (1 year)
- Total metrics to be checked- (133/99/38)

Post lunch session

Few queries were raised by faculty coordinators of IQAC team, addressed:

- Criteria 1,2- Break course into multiple modules. Further change content of modules (25-30%)  
e.g., M.S. University has 500 courses- it should be put together for skill or employability.
- Keep faculties/departments-like performing arts, MRID, fine arts. They can come up with a manual and suggest challenges faced.
- Terminal degrees are equivalent to a PhD e.g., Century University, Orissa has such provisions.
- Value addition on courses- should be structured, 30 hours, an assessment can be carried out and towards same completion certificate should be given.
- Add on courses- include in same stream
- Extension- All activities should be public centered
- Include all names, affiliations etc. on website

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

26<sup>th</sup> July 2019

**MINUTES**

The minutes of the meeting on Curriculum Development Workshop at IQAC office for different Faculties held on Tuesday, July 23<sup>th</sup> 2019 at 4:30 p.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom's taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCD programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES**

The minutes of the meeting on Curriculum development workshop at Faculty of Social Work, Faculty of Management Studies, Faculty of Journalism and Communication held on Friday, July 26<sup>th</sup> 2019, at 3:00 p.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom's taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCD programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES**

The minutes of the meeting on Curriculum development workshop at Faculty of Education and Psychology held on Friday, July 26<sup>th</sup> 2019, at 11:00 a.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom's taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCS programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES**

The minutes of the meeting on Curriculum development workshop at Faculty of Family and Community Sciences held on Saturday, July 27<sup>th</sup> 2019 at 3:00 p.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom's taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCS programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES**

The minutes of the meeting on Curriculum development workshop at Faculty of Technology and Engineering and Faculty of Pharmacy held on Saturday, July 27<sup>th</sup> 2019 at 11:00 a.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom's taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCS programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES**

The minutes of the meeting on Curriculum development workshop of Faculty of Law venue IQAC held on Monday, July 29<sup>th</sup> 2019 at 12:00 noon is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom's taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCS programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES**

The minutes of the meeting on Curriculum development workshop Faculty of Performing Arts held on Wednesday, July 31<sup>st</sup> 2019 at 11:00 a.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom's taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCS programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

9<sup>th</sup> August '2019

**MINUTES**

The minutes of the meeting on Curriculum development workshop at Faculty of Commerce held on Wednesday, August 7<sup>th</sup> 2019 at 1:00 p.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom's taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCS programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

22<sup>nd</sup> August 2019

**MINUTES**

The minutes of the meeting on Collection, Compilation and Documentation for the Qualitative criteria, follow up with respective section for data was held on Tuesday, August 20<sup>th</sup> 2019 at 3:00 p.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- The meeting was regarding the collection and compilation of documentation for the quantitative and qualitative metrics, particularly from the different sections.
- Members taking care of the different criteria were assigned duties to collect the data.
- Need to collect the data for sanctioned intake of students in different programs was also discussed.
- Detailed discussion was held on criteria-7 and the various environmental initiatives to be taken.
- Criteria-6 being more descriptive has maximum qualitative questions. It was discussed to commence the preparation for the same at the earliest.
- Major data required is for criteria-3.
- For criteria-4 most of the data was available.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

26<sup>th</sup> August 2019

**MINUTES**

The minutes of the meeting on Curriculum development workshop at Faculty of Commerce held on Friday, August 23<sup>rd</sup> 2019 at 1:00 p.m. is as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Revision of syllabus of at least 25% of the subjects taught in the programme.
- The new/revised content should be at least 30%.
- 6 courses in UG and 4 courses in PG to be newly introduced.
- The courses should have components like employability, entrepreneurship and skill development.
- The curriculum must take into consideration the local, regional, national and global needs.
- Courses in humanities should include gender sensitivity, human values and professional ethics.
- Levels of Bloom's taxonomy to be marked along the units/topics.
- More electives to be offered in non-CBCS programmes.
- More students should be given project work/ field work/ internship.
- Each department should introduce at least one value added course.
- Efforts should be made to increase the pass percentage.
- Answer papers should be evaluated properly.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

5<sup>th</sup> September 2019

**MINUTES**

The minutes of the meeting on 'NIRF and finalization of ARMS data' held on Tuesday, September 3<sup>rd</sup> 2019 at 5:00 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- As the notification for filling of NIRF data has been issued, the process for collection of data has to be undertaken.
- A detailed description of all parameters for NIRF ranking was presented.
- Members were requested to provide data related to their criteria.
- Discussion also centered around the data available in the ARMS portal.
- The computer center team was requested to provide the required data from the ARMS portal in the form of reports.
- A glimpse of the data for 2019-20 was provided to the members.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

25<sup>th</sup> September 2019

**MINUTES**

The minutes of the meeting on five years action plan, KCG was held on Tuesday, September 23<sup>rd</sup> 2019 at 11:00 a.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- The 5-year action plan made by the Dept. of Education, Govt of Gujarat was entrusted to knowledge consortium of Gujarat for collection and assimilation of data.
- Prof. A. U. Patel, advisor, KCG visited the university to apprise about the initiatives.
- He gave a detailed presentation of the plan.
- In the interactive session, members raised several queries and provided a lot of suggestions.
- Most of the queries were regarding parameters whose answers cannot be provided on a yearly basis.
- Important suggestions were given regarding the subscription for library resources to be subscribed for the entire state, which would be cost effective.
- Timely submission of data for the action plan was emphasized.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

5<sup>th</sup> October 2019

**MINUTES**

The minutes of the meeting for “Providing handholding support for University to improve rankings and ratings score” held on Thursday, October 3<sup>rd</sup> 2019 at 3.00 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

Following points were discussed:

- Integration of ARMS
- Submission of AQAR
- Self-appraisal
- New courses to be introduced
- Introduction of value-added programs (two credit course, thirty hours)
- Incentivisation of publication
- Grants to teachers
- Examination reforms
- Deans Meeting
- Looking to the increased interest and demand from society for Sanskrit, it was felt that an initiative in this regard was the need of the hour.
- A strong representation was made by some members to provide proper amenities / facilities for physically challenged students and staff, particularly to reach the classrooms on the upper floors.
- Better social media exposure of the achievements of the University was suggested.
- Gujarat being the first state to have a ministry of Climate change, the members felt that a similar initiative was needed at the university, as it has the relevant technological and human resources.

The meeting ended with a vote of thanks for all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

5<sup>th</sup> October 2019

**MINUTES**

The minutes of the meeting for “Providing handholding support for University to improve rankings and ratings score” held on Thursday, October 3<sup>rd</sup> 2019 at 5:30 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- A committee was formed to look into the modalities for providing handholding support for university to improve Ranking and rating score.
- It would prepare a tender, technical evaluation forms, annexures and documentation required.

The meeting ended with a vote of thanks for all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

18<sup>th</sup> October 2019

**MINUTES**

Minutes of meeting of IQAC Faculty Coordinators was held to discuss multiple issues on Wednesday, October 16<sup>th</sup> 2019 at 1:00 p.m., venue Faculty of Family and Community Sciences are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

Following points were discussed:

- Self-Appraisal report
- To fill details on online ARMS portal
- To promote quality culture
- Feedback analysis department wise
- Revision of syllabus
- Industry institution linkages
- Amendments in Ph.D. ordinances

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

18<sup>th</sup> October 2019

**MINUTES**

Minutes of meeting of IQAC Faculty Coordinators was held to discuss multiple issues on Wednesday, October 16<sup>th</sup> 2019 at 3:00 p.m., venue Faculty of Science are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

Following points were discussed:

- Self-Appraisal report
- To fill details on online ARMS portal
- To promote quality culture
- Feedback analysis department wise
- Revision of syllabus
- Industry institution linkages
- Amendments in Ph.D. ordinances

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES**

The meeting of the committee for “Providing handholding support for securing/improving NAAC Accreditation, improving scores in NIRF and various Ratings systems” was held on 29<sup>th</sup> November ‘2019 in IQAC University Office at 3:00 p.m. for opening of Technical bid.

All the members were present.

Only one bid was displayed on the portal which fulfilled the eligibility and technical criteria's.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

2<sup>nd</sup> December 2019

**MINUTES**

The meeting of the committee for “Providing handholding support for securing/improving NAAC Accreditation, improving scores in NIRF and various Ratings systems” was held on 29<sup>th</sup> November 2019 in IQAC University Office at 3:00 p.m. for opening of Technical bid.

All the members were present.

Only one bid was displayed on the portal which fulfilled the eligibility and technical criteria's.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty

Director, IQAC

The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

2<sup>nd</sup> December 2019

**MINUTES**

The minutes of the meeting for 'Submission of AQAR' was held on Friday, November 29<sup>th</sup> 2019, at 5:00 p.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- Criteria wise appraisal for preparation of AQAR was given by the respective coordinators.
- It was decided to complete the qualitative answers in a weeks' time.
- Part A of the AQAR was entrusted to Dr. Suryanarayana.
- It was decided to load the AQAR by 15<sup>th</sup> December,2019.
- All members of the core committee were present.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
(NAAC Accredited "A" Grade)  
Room no 328-A, II<sup>nd</sup> floor,  
University Head Office, Maharaja Fatehsinghrao Gaekwad Road,  
Fatehgunj, Vadodara - 390002

---

14<sup>th</sup> December 2019

**MINUTES**

The minutes of the meeting on 'Placement Fair 2020 (Zone 3 Node 1), Education Department Govt. Of Gujarat, Planning and initiation, process of student registration, to contact Industry/Companies' held on Friday, December 12<sup>th</sup> 2019, at 10:00 a.m. are as follows:

**DISCUSSION AND RECOMMENDATIONS:**

- The mega placement fair is to be organised by the Department of Education, Govt. of Gujarat.
- The fair will be held tentatively in the mid of Febuary.
- The team for industries was entrusted with the job to contact the industries for vacancies.
- The team for colleges was entrusted with the responsibility to contact the colleges.
- It was decided to form the teams for logistics and other issues.

The meeting ended with a vote of thanks to all present.

Dr. B. S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

## MINUTES OF THE MEETING

A meeting of the core committee members was held on 9<sup>th</sup> January, 2020 at 5.00 p.m. to discuss the development of university website portal for NAAC-DVV.

The meeting also attended by the Director and Deputy Director of computer center and senior teachers from the Department of computer science.

A special presentation was made for the team. Different types of questions in each criteria were presented to the team to provide them an understanding of the basic needs of the portal. After extensive interactions, Dr. Kamlesh Vaishnav assured that he would begin the preparation at the earliest.

Taking the opportunity, the Director, IQAC requested the team to develop a platform for storing the e-content developed by the teachers.

- ü The need to tie up with World Education Services for the greater benefit of students.
- ü Implementation of Bio Safety level 3 (BSL 3)
- ü Need for a better plagiarism software.

The meeting concluded with vote of thanks.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

### MINUTES OF THE MEETING

A meeting of Faculty IQAC Coordinators was held on 1<sup>st</sup> February, 2020 at 4.00 pm to discuss the data availability from teachers, departments and facilities in the Annual Report Management System.

The coordinators, IQAC welcomed the members and gave them brief presentation about ARMS. He pointed out that many teachers have recused them from filing up the details in the ARMS Portal, which was very unfortunate.

The overall data available gives an underestimated account of our credentials.

He then gave illustrations of several questions available in the ARMS.

He also explained about the common confusions and errors that teachers, HOD's and Deans face/commit while filling up the ARMS Portal.

This was followed by an extensive interactive session of the representatives of computer center with the IQAC coordinators.

The meeting ended with thanks to all present.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES OF THE MEETING**

A meeting of Faculty IQAC Coordinators was held on 7<sup>th</sup> February, 2020 to discuss the data availability from teachers, departments and facilities in the Annual Report Management System.

The coordinators, IQAC welcomed the members and gave them brief presentation about ARMS. He pointed out that many teachers have recused them from filing up the details in the AEMS Portal, which was very unfortunate.

The overall data available gives an underestimated account of our credentials.

He then gave illustrations of several questions available in the ARMS.

He also explained about the common confusions and errors that teachers, HOD's and Deans face/commit while filling up the ARMS Portal.

This was followed by an extensive interactive session of the representatives of computer center with the IQAC coordinators.

The meeting ended with thanks to all present.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

Accredited "A" Grade by NAAC

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002  
Tel. Ph.: (+91-0265) 2788833

**ACTION TAKEN REPORT [2019-20]**

Sr. No.	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed
1	<b>AQAR</b>	Submitted to NAAC on 28 <sup>th</sup> January 2020
2	<b>NIRF</b>	NIRF data uploaded on NIRF website as well as University.
3	<b>Life Skills</b> National Conference on Science and Technology of YOGA	Conducted program on 14 <sup>th</sup> April 2019
4	<b>Tolerance and Harmony</b> A discourse on Dharm and Vigyan	6 <sup>th</sup> May 2019
5	<b>Skill Development</b> Machine Learning and IOT	29 <sup>th</sup> May to 8 <sup>th</sup> June
6	<b>NAAC Revised framework</b> Preparation for NAAC 2021	13 <sup>th</sup> July 2019
7	National Meet on National Education Policy (Draft) 2019	24 <sup>th</sup> July 2019
8	<b>Research Promotion</b> Anand Shala Workshop for Research Scholars	8 <sup>th</sup> and 9 <sup>th</sup> August 2019
9	<b>Research Promotion</b> Academic Integrity Awareness	16 <sup>th</sup> August 2019
10	<b>Research Promotion</b> Connecting Dots of Research	17 <sup>th</sup> September 2019
11	<b>Gender issues</b> Sexual Harassment of women at work place	9 <sup>th</sup> October 2019
12	<b>Research Promotion</b> Norms of Academic Publishing in interdisciplinary areas	12 <sup>th</sup> December 2019
13	<b>Student Support</b> 21 <sup>st</sup> century skills	15 <sup>th</sup> February 2020
14	Proposal for New courses/Programs	Initiated through Board of Studies/Faculty Board S.R. No. 39 dt: 29/05/2019
15	Concealment of Students identity on answer sheets	Implemented S.R. No. 58 dt: 29/5/2019



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

Accredited "A" Grade by NAAC

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002

Tel. Ph.: (+91-0265) 2788833

16	Difficulties faced by foreign Students	Addressed S.R. No. 51 & 59 dt: 29/5/2019
17	Incentives to sportspersons	Initiative taken S.R. No. 60 dt: 29/5/2019
18	NBA accreditation of Faculties of Tech & Engg, Pharmacy, Management Studies & polytechnic	Initiated S.R. No. 7 dt: 23/8/2019
19	Incentivisation of Research Output	Implemented S.R. No. 32 dt: 31/7/2019
20	Replacement of UGC list of Journals by CARE list	Adopted S.R. No. 25 dt: 20/9/2019
21	Centre for Spoken Sanskrit	Implemented S.R. No. 34 dt: 22/10/2019
22	Provision of Lift in some departments/faculties	Implemented in S.R. No. 4 dt: 24/12/2019
23	Better Social Media exposure for university activities	Initiative extended S. R. No 46 dt: 26/11/2019
24	Initiatives regarding Climate change	Implemented S.R. No. 43 dt: 26/11/2019
25	Development of MOODLE platform	Implemented in May 2020
26	MOU with World Education Services	Approved vide S.R. No. 22 dt :27/5/2020
27	Implementation of Bio Safety Level 3 (BSL3)	S.R. No. 35 dt :27/5/2020

\*Link to the [Syndicate Resolutions](#)





Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**IQAC Meetings 2020-21**

Sr. Nos	Meeting Date	Time	Agenda
1	6 <sup>th</sup> May 2020	5.00 p.m.	Online meeting for Health care webinar
2	2 <sup>nd</sup> June 2020	3.00 p.m.	Online meeting for Outcome Based Education webinar
3	15 <sup>th</sup> June 2020	12 noon	Online meeting for Blooms Taxonomy webinar
4	15 <sup>th</sup> July 2020	12 noon	Courtesy action and review the severe constraints.
5	1 <sup>st</sup> October 2020	11 a.m.	Meeting to review the development regarding National Education Policy
6	11 <sup>th</sup> December 2020	3.00 p.m.	Documentation for Criteria 1 and 2
7	15 <sup>th</sup> December 2020	3.00 p.m.	Documentation for Criteria 4 and 5
8	18 <sup>th</sup> December 2020	3.00 p.m.	Documentation for Criteria 6 and 7
9	13 <sup>th</sup> January 2021	11 a.m.	Data and supporting documents for Criteria 5
10	5 <sup>th</sup> February 2021	11 a.m.	Compilation of Departmental Evaluative Report
11	10 <sup>th</sup> March 2021	12.30 p.m.	Annual Report Management System (ARMS) reports, proposed activities and budget.



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

### MINUTES OF THE MEETING

A meeting of the Core Committee members was held on 5<sup>th</sup> February, 2021 at 11 am to discuss the compilation of Department Evaluative Reports by the Department for the entire assessment period.

The format of the report was discussed in detail.

The yearly DER of some departments were taken as a reference to point out the anomalies in various fields of DER, filled up by some departments. It was observed that there was an issue of perception in certain fields. Some departments had kept certain fields vacant and it was difficult to decide whether it has nil data or was kept empty due to ignorance.

It was decided to convey the same to the Deans/HODs/Faculty & Department IQAC Coordinators.

The data regarding research like number of papers, citations, h-index, etc. was resolved to the extracted and scrutinized by the team of Criteria 3.

A team would be informed to scrutinize/correct the compilations received from the Departments.

The meeting ended with thanks to everyone.

Director, IQAC  
The M. S. University of Baroda.  
Vadodara.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

### MINUTES OF THE MEETING

A meeting of the Core committee members was held on 10<sup>th</sup> March 2021 at 12.30 p.m. to discuss the data received from ARMS reports the proposed activities and budget for the next year.

Various reports were received from the computer center regarding the data needed for the metrics particularly 3,4,5,6 and 7. It was observed that teachers have made a lot of entries but there was a mismatch between the data and the metric/question concerned due to misperception. Therefore, it was decided to compile all entries and segregate it into entries related to the respective metrics.

The proposed activities would remain the same as previous years. However, the emphasis would be on the preparations for the NAAC visit.

The budget would contain the salaries for staff, licensed copies of software, UPS, travel, printing, contingency, etc.

The meeting concluded with thanks to all present.

Director, IQAC  
The M. S. University of Baroda.  
Vadodara.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

### MINUTES OF THE MEETING

A meeting of the core committee and organizing committee member of the national webinar on "Health and Health care in the current scenario-COVID-19" to be held on 8<sup>th</sup> & 9<sup>th</sup> May, 2020 was held on 6<sup>th</sup> May, 2020 at 5.00 pm ONLINE.

The webinar coordinator welcomed all present and gave an overview of the topic of the webinar. She informed that there will be three invited speakers namely.

Prof. Anupam Basu from Molecular Biology and Human Genetic Laboratory, Dept of Zoology, University of Burdwan.

Prof. Vibhakar C. Kotak, Former Professor at the center of Nerwal Science, New York University.

Dr. Asha Abhishek, Senior Consultant and unit Head, Radiation oncology, Forties Memorial Research Institute, Gurgaon.

The webinar convenor discussed about the agenda and flow of the programme.

The technical team was requested to create the link on an ONLINE Platform and send it to the persons concerned.

There was good response on the registration link.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

### MINUTES OF THE MEETING

A meeting of core committee members and organizing committee members of National webinar on “Outcome Based Education” to be held on 14<sup>th</sup> June, 2020 ONLINE meeting on 2<sup>nd</sup> June, 2020 at 3:00 pm.

The Director, IQAC welcomed the members and apprised them about the series of webinar that have been planned with the faculties on various topics.

He said that one of the important aspects of the proposed National Education Policy and renewed emphasis of the Government is on Outcome Based Education.

The Webinar coordinators, Mr. Kaushal Kishor and Mr. Saini briefed the members about the topic of the webinar well as the profile of the Invited Guest, Dr. Shyam Sigh Inda from NAAC.

They also informed team was requested to coordinate for the same.

The meeting ended with thanks to all.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

## MINUTES OF THE MEETING

A meeting of the core committee members and organizing team of the webinar on “Blooms taxonomy was held on 15<sup>th</sup> June, 2020 at 12:00 noon on ONLINE platform.

Welcoming and briefing the members about the significance and need of this topic, the Director, IQAC said that the format of NAAC, particularly some metrics of criteria 1 and 2 needs the explicit mention of learning levels and the mapping of these levels with the desired and obtained outcomes.

It was also mentioned that the blooms levels of learning find different manifestations at different places. Hence, it is advisable to follow the basic levels given initially as it also encompasses the logical needs of learning process.

Stressing on the need for this programme at this point of time, he said that the exams to be taken this time will be of objective type and ONLINE. The teachers will be asked to submit questions configuring to these levels of learning. Hence, the topic was of relevance and significance and would provide a kind of training to the teachers to approach the challenging task of question paper setting.

He also mentioned that the platform for submission of questions has been developed by the computer center.

The meeting ended with thanks to all chair.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

### MINUTES OF THE MEETING

A general meeting of core committee members was held on 15<sup>th</sup> July, 2020 at 11.00 am in Syndicate Room No.2 to keep physical distance. Only six members were present.

The Director, IQAC welcomed the members after a long gap due to pandemic conditions. He said that the meeting was convened as a courtesy action and review the severe constraints.

Discussion was held promptly, in which some suggestions were given by the members.

1. Setting up of language laboratory in faculties. It was informed that the approval has been given for the faculties of Technology, Pharmacy and Management
2. Preparation for awareness and implementation of National Education Policy.
3. Provision for Intellectual Property Rights in start-up, Entrepreneurship and Incubation related issues.
4. The members were informed about the making of a Research Handbook.

The meeting ended with thanks to the chair

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

**MINUTES OF THE MEETING**

A general meeting of core committee members and IQAC coordinators was held on 1<sup>st</sup> October, 2020 in the IQAC office to review the development regarding National Education Policy and documentation for the different criteria.

The Director, IQAC welcomed the members and briefed them about the initiatives taken by the university for awareness and implementation of the National Education Policy. Members expressed satisfaction at the developments.

There was discussion regarding the collection of documents for various metrics. It was resolved to call criteria wise meetings for the same. Members gave the following suggestions in view of the delay in their implementation.

1. Extension of computer related facilities for admiration in all faculties.
2. Establishment of Research cell in all faculties.
3. University supported special scholarship for research students.
4. University supported research project for teachers.
5. University supported financial assistance for incubated startups.

The meeting ended with thanks to all.

Dr. B.S. Chakrabarty  
Director, IQAC  
The Maharaja Sayajirao University of Baroda

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU





Estd 1949

## Internal Quality Assurance Cell

### The Maharaja Sayajirao University of Baroda

Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

## MINUTES OF THE MEETING

A meeting of the Core Committee members and the subgroup for Criteria 1 and 2 was held in the IQAC office on 11<sup>th</sup> December, 2020 at 3.00 pm to discuss the requirements of documents from the respective metrics.

The Criteria coordinator of Criteria 1 and 2 welcomed the group and gave a brief presentation of the metrics, their templates, file description and standard operating procedures. After prolonged discussions, the sub group members and supporting staff was asked to do the following:

- ü Pending issues regarding revision, introduction of new courses, definition of Program Outcomes, Program Specific Outcomes and Course Specific Outcomes.
- ü MOUs with trade/industry/NGOs for student support activities.
- ü Certificate for completion of project work, field work and internships.
- ü Collection of lists of applicants of Professional Courses.
- ü Collection of data from Exam Section for multiple metrics
- ü Collection of data from ADE section for multiple metrics.

The meeting ended with thanks to the chair.

Director, IQAC  
The M. S. University of Baroda.  
Vadodara.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsingh Rao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

### MINUTES OF THE MEETING

A meeting of the core committee members and the sub group for criteria 4 and 5 was held on 15<sup>th</sup> December, 2020 at 3 p.m. in the IQAC office to discuss the collection/compilation of supporting documents for the respective metrics.

After a brief presentation by the coordinators of criteria 4 and 5 for their respective metrics and an extensive interaction, it was resolved to work on the following aspects:

- ü Collection of data and documents from Library regarding purchase of books, e-resources, footfalls, etc.
- ü Collection of bills of purchase and stock register entries of computers, LCDs etc., from department/faculties
- ü Compilation of geo tagged photographs of class rooms, seminar halls, etc.
- ü Proof of wi-fi connectivity and bandwidth
- ü It was resolved to see the different sources like ARMS, AQAR, etc. for data and documents related to Criteria 5 and cross check it

The meeting ended with thanks to the chair.

Director, IQAC  
The M. S. University of Baroda.  
Vadodara.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

## MINUTES OF THE MEETING

A meeting of the core committee members and the sub group for Criteria 6 and 7 was held on 18<sup>th</sup> December 2020 at 3 p.m. in the IQAC office to discuss the action and documentation for Criteria 6 and 7.

The coordinators for Criteria 6 and 7 gave a presentation of the metrics which were recently revised by the NAAC. The member of Construction Division were also called for the meeting. At the end of the discussion, the team was asked to provide for the following:

- ü MOU with Gujarat Energy Development Agency for Solar electricity generation installation.
- ü Bills of Bio gas plant, energy efficient appliances.
- ü Geo tagged photographs of all the facilities/amenities.
- ü Creation of more facilities for physically challenged students.

Most of the data for Criteria 6 being available in ARMS, it was decided to fetch the reports from Computer Center.

The meeting ended with thanks to the chair.

Director, IQAC  
The M. S. University of Baroda.  
Vadodara.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



Estd 1949

**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**  
Room no. 328 (A), M S University Head Office, Maharaja Fatehsinghrao Gaekwad  
Road, Fatehgunj, Vadodara-390002, Gujarat, India  
Tel. Ph.: (+91-0265) 2788833

---

### MINUTES OF THE MEETING

A meeting of the Core Committee members, subgroups for Criteria 5 and other teachers was held on 13<sup>th</sup> January, 2021 at 11 am to discuss and decide further course of action for particularly 5.2 key indicator.

The members were given the latest status regarding all the three metrics under 5.2.

Separate lists have been made from the google form, convocation records and other sources, which mainly has only numbers. The overall record available is an absolute underestimate of our placement outcome. It was decided to renew efforts for students to fill up the google form by asking the faculty and department coordinators to reach out to the students.

The number of students passing competitive exams also gave a dismal picture. The numbers were a complete underestimation. Hence, department coordinators would be asked to do the needful.

It was reflected that bulk of the progression data would be available from the academic section.

The meeting ended with thanks to everyone.

Director, IQAC  
The M. S. University of Baroda.  
Vadodara.

CC: 1. PS to Vice Chancellor  
2. Registrar, MSU



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

Accredited "A" Grade by NAAC

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002

Tel. Ph.: (+91-0265) 2788833

**ACTION TAKEN REPORT [2020-21]**

Sr. No.	Agenda/Discussion topic in the IQAC meetings	Action taken subsequently on the agenda points discussed
1	Setting up of Language Laboratories	Approved S.R. No. 11 dt: 29/7/2020
2	National Education Policy	Adopted S.R. No. 11 dt: 21/09/2020
3	Intellectual Property Rights for start-ups	Initiated S.R. No. 21, 22 & 23 dt: 21/09/2020
4	Research Handbook	Adopted Sr No. 33 dt: 21/09/2020
5	Awareness and implementation of National Education Policy	List of programs on National Education Policy (NEP-2020)
6	Computer center in all Faculties	Approved S.R. No. 14 dt: 28/10/2020
7	Research Cells in all faculties	Approved S.R. No. 17(1) dt: 28/10/2020
8	University supported Scholarships for students	Approved S.R. No. 17(3) dt :28/10/2020
9	University supported Research Projects	Approved S.R. No. 17(4) dt :28/10/2020
10	Financial Assistance for Incubated start-ups	Approved S.R. No 21 dt: 28/10/2020
11	MOUs with trade/industry, etc.	Several MOUs signed
12	Problems of Students during ONLINE exams- Addressal	Initiatives taken S.R. No. 17 dt: 1/3/2021
13	Research Grant for Contractual teachers	Implemented S.R. No. 10 dt: 28/1/2021
14	MOOC for Ph.D. Course work	Adopted SR No. 6 dt: 15/2/2021
15	Strengthening of Student Facilitation Center	Measures taken



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

Accredited "A" Grade by NAAC

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara – 390002

Tel. Ph.: (+91-0265) 2788833

		SR No. 1 dt: 15/2/2021
16	<b>National Education Policy – Awareness and implementation</b>	<p>Conducted programmes on awareness and implementation as listed below:</p> <ul style="list-style-type: none"><li>· Social Implications of National Education Policy 2020</li><li>· Re-Imagining Indian Universities in the Context of National Education Policy (NEP) 2020</li><li>· Holistic Education through New Education Policy 2020</li><li>· Building Research Culture Through NEP 2020</li><li>· Building Research Capabilities in Universities under NEP 2020</li><li>· Implementation of National Education Policy 2020</li><li>· Role of Higher Educational Institutions (HEIs) Under NEP 2020</li><li>· Strategic Implementation: NEP 2020</li><li>· NEP and NCC Youth on National Building</li><li>· Steps towards Atmanirbhar Bharat</li></ul>



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

Accredited "A" Grade by NAAC

**T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara – 390002**

**Tel. Ph.: (+91-0265) 2788833**

		<ul style="list-style-type: none"><li>· Transforming Youth for Nation Building"</li><li>· Unnat Bharat Abhiyan: Initiative for Rural development and NEP</li><li>· Structural Changes in National Education Policy 2020 and its implementation</li><li>· National Education Policy 2020: Structural and Curricular Reforms in Higher Education</li></ul>
17	<b>Webinars on Research Promotion, Extension and Outreach, Skill Development, Curricular aspects and Outcome based education, Quality related issues, etc.</b>	Webinars conducted are listed below: <ul style="list-style-type: none"><li>· Health and Healthcare in the Current Scenario – Covid -19"</li><li>· National Webinar on 'Some Aspect of Research Methodology'</li><li>· National Webinar on Rural based Start-up and Entrepreneurship Sanitary Product Manufacturing and Entrepreneurship Development</li><li>· One day National Webinar on 'Management Knowledge: Useful or a Waste in Covid</li></ul>



**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

Accredited "A" Grade by NAAC

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara - 390002

Tel. Ph.: (+91-0265) 2788833

		<p>-19 Crises' on 28th May 2020.</p> <ul style="list-style-type: none"><li>· Two days National Webinar on 'Modern Trends in Experimental Research: Insights from Regenerative Medicine and Metagenomics'</li><li>· Webinar on 'NAAC Accreditation Under Revised Framework: Challenges and Strategies</li><li>· One day National Webinar on 'Outcome Based Education'</li><li>· One day National Webinar on 'Bloom's Taxonomy based Higher Order MCQs and Automatic Assessment Tools'</li><li>· One day National Webinar on 'Revised NAAC Assessment and Accreditation Process for Affiliated Colleges'</li><li>· One day National Webinar on 'Revised NAAC Assessment and Accreditation Process for Universities'</li><li>· One day National Webinar on "</li></ul>
--	--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------





**Internal Quality Assurance Cell**  
**The Maharaja Sayajirao University of Baroda**

Accredited "A" Grade by NAAC

T.K. Agrawal Bhavan, Management Development Centre, Maharaja Pratapsinhrao  
Gaekwad Parisar, Opp. University Head Office, Fatehgunj, Vadodara – 390002

Tel. Ph.: (+91-0265) 2788833

		<p>Annual Quality Assurance Report</p> <ul style="list-style-type: none"><li>· One day National Webinar on 'COVID Lessons – Parameters of Development'</li><li>· One day National Webinar on 'Atmanirbhar Bharat – Role of Universities'</li><li>· National Webinar on 'Value Based Education for Pre-Service Teachers, In-Service Teachers and Teacher Educators'</li><li>· National Webinar on '100 Years of Polymer Science: Looking back &amp; the Future Ahead'</li><li>· One day Webinar on 'Teachers' Role in NEP Implementation'</li></ul>
--	--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

\*Link to the [Syndicate Resolutions](#)