

# Lok Jagruti Kendra University (LJ University) University with a Difference

(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

Date: 28-03-2022

## **IQAC MEETING**

## **CIRCULAR**

This is to inform all the members of the University IQAC committee that a meeting will be scheduled on 30<sup>th</sup> March 2022 at 10:00 am to discuss the following points. Your presence and active participation in this meeting are crucial as we strive to maintain and enhance the quality of education and services provided by our institution. Please come prepared to contribute your insights and suggestions for the continuous improvement of our university.

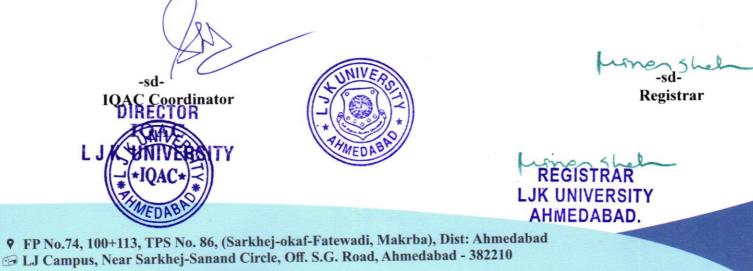
#### Date: 30th March 2022

#### Venue: LJKU Board Room

#### Time: 10:00 am onwards

#### Meeting Agenda: -

- 1. To Discuss about the NAAC initiation for LJKU.
- 2. To appoint IQAC Coordinator.
- 3. To appoint members for IQAC.
- 4. To get MoU's from other institutions.
- 5. To discuss about curriculum development and planning.
- 6. To get the suggestions from the staff.



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Date: 30-03-2022

### **Minutes of Meeting**

### **Conduct of the Meeting:**

The first IQAC Meeting is conducted on 30th March 2022 at 10:00 am Board Room, LJKU with the following agenda:

## The following members were present/absent for the meeting:

- Prof. Siddarth Singh Bist
  Prof. Shreeraj H Shah
  Prof. Himanshu Thakker
  Prof. Nishaben Shah
  Prof. Nishaben Shah
  Prof. K.P. Agrawal
  Prof. Alok Manke
  Prof. Jignesh Doshi
  Prof. Rashi Goplani
  Dr. Manish D Shah (Management)
  Shri Hitesh M Joshi
  Shri Minesh Shah
  Shri Mukul Sachal Local Society
  Dr. Gitesh Shah, Stakeholder
  Shri Shailesh Patwari, Industrialist
- 15. Shiri Shaheshi Fatwari, muus
- 16. Prof. Jignasu Yagnik

## Present Present Present Present Present Present Present Absent Present Present Attended online Present

Present

Present

**IQAC** Director

Coordinator - IQAC

e-sd Registrar **IOAC** Director REGISTRAR LJK UNIVERSITY AHMEDABAD.

♥ FP No.74, 100+113, TPS No. 86, (Sarkhej-okaf-Fatewadi, Makrba), Dist: Ahmedabad → LJ Campus, Near Sarkhej-Sanand Circle, Off. S.G. Road, Ahmedabad - 382210

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### Action taken:

Prof. Jignasu Yagnik is appointed as the Coordinator of IQAC cell.

- 1. NAAC initiation for LJKU:
- NAAC Steering Committee formed to coordinate accreditation activities.
- Orientation programs conducted to sensitize faculty and staff on NAAC process.
- Gap analysis carried out and data collection initiated across departments.
- SSR preparation commenced with criterion-wise responsibilities assigned.
- Website updated with mandatory disclosures and NAAC-related information.
- Document compilation and record management streamlined as per NAAC norms.
- Quality initiatives launched to align academic and administrative practices.

## 2. IQAC Member Allotment:

- Constituted IQAC with representatives from teaching, non-teaching, and administrative units.
- Appointed external experts from industry and academia for objective insights.
- Issued formal appointment letters outlining each member's roles and responsibilities.
- Published IQAC membership on the institutional portal for transparency.
- 3. MoUs with Other Institutions:
- Mapped potential partner institutes aligned with our academic and research priorities.
- Drafted a standard MoU template covering collaboration scope, duration, and deliverables.
- Initiated outreach to target institutions' leadership for preliminary discussions.
- Conducted joint meetings to refine collaboration areas and MoU clauses.
- Secured legal and administrative clearance, then obtained signatures from both parties.
- 4. Curriculum development and planning:
- Constituted a Curriculum Committee with subject experts and industry representatives.
- Reviewed existing syllabi against learning outcomes and accreditation benchmarks.
- Collected inputs from faculty, students, alumni, and employers via structured surveys.
- Benchmarked curriculum against leading national and international programs.
- Drafted revised course outlines, credit distributions, and elective options.
- Scheduled periodic curriculum review meetings to ensure continuous relevance.
- 5. Staff Suggestions:

-sd-

**IQAC** Coordinator

NIVA

**\*IOAC** 

• Developed and circulated structured suggestion forms to all teaching and non-teaching staff.

MEDAB

Consolidated and categorized suggestions to arise with IQAC objectives.

DIRECTOR

IQAC

LJK UNIVERSITY

• Shared a summary of feedback and planted action steps with staff for transparency.

Registrar

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