



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 30th 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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IQAC Coordinator

DIRECTOR



-sd-

Registrar

REGISTRAR
LJK UNIVERSITY
AHMEDABAD.

9 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

✉ registrar@ljku.edu.in ④ www.ljku.edu.in



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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:

1. Prof. Siddarth Singh Bist	Present	
2. Prof. Shreeraj H Shah	Present	IQAC Director
3. Prof. Himanshu Thakker	Present	
4. Prof. Nishaben Shah	Present	
5. Prof. K.P. Agrawal	Present	
6. Prof. Alok Manke	Present	
7. Prof. Jignesh Doshi	Present	
8. Prof. Rashmi Goplani	Present	
9. Dr. Manish D Shah (Management)	Present	
10. Shri Hitesh M Joshi	Present	
11. Shri Minesh Shah	Present	
12. Shri Hardik Pota, (TV9) – Alumni	Absent	
13. Shri Mukul Sachal – Local Society	Present	
14. Dr. Gitesh Shah, Stakeholder	Present	
15. Shri Shailesh Patwari, Industrialist	Attended online	
16. Prof. Jignasu Yagnik	Present	Coordinator – IQAC


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IQAC Director




-sd-

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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:

- Developed and circulated structured suggestion forms to all teaching and non-teaching staff.
- Consolidated and categorized suggestions to align with IQAC objectives.
- Shared a summary of feedback and planned action steps with staff for transparency.

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IQAC Coordinator


DIRECTOR
IQAC
LJK UNIVERSITY
AHMEDABAD


-sd-
Registrar


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