Lok Jagruti Kendra University (LJ University)
University with a Difference
(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

Date: 03-07-2023

IQAC MEETING

CIRCULAR

This is to inform all the members of the University IQAC committee 4th meeting will be scheduled on 06th July 2023 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: 06th July 2023

Venue: Board Room, LJKU

Time: 10:00 am onwards

Meeting Agenda: -

1. To discuss and give information about NIRF

2. To discus and give information about GSIRF

3. To give information and implement about Academic and Administrative Audit - AAA.

4. To guide for CO PO Mapping.

5. To standardize the format for Data collection.

6. To encourage participants for suggestion to improve IQAC work.

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IQAC Director

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Registrar

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Lok Jagruti Kendra University (LJ University)
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Date: 06-07-2023

Minutes of Meeting

Conduct of the Meeting:

The 4th IQAC Meeting is conducted on 06th July 2023 at 10.00 am Board Room, LJKU with the following agenda:

In view of the resignation of Prof. Jignasu Yagnik, Prof. Shreeraj H. Shah is hereby appointed as the new IQAC Coordinator with immediate effect.

The following members were present 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	Absent	
6. Prof. Alok Manke	Present	
7. Prof. Jignesh Doshi	Present	
8. Prof. Rashi 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	Attended online	
14. Dr. Gitesh Shah, Stakeholder	Present	
15. Shri Shailesh Patwari, Industrialist	Attended online	

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IQAC Director

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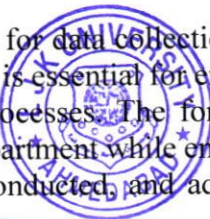
Points discussed:

1. IQAC coordinator welcomes all the team members.

2. Review of minutes of last IQAC meeting.

3. Discussion was there about NIRF

4. Discussion was there about GSIRF

5. Implementation about Academic and Administrative Audit - AAA.

6. To guide for CO PO Mapping

7. To standardize the format for Data collection

8. To discuss the about Cultural and Sport Activities, NSS.

9. To encourage participants for suggestion to improve IQAC work.

Action Taken:

1. Institutional Rankings: GSIRF and NIRF Preparation: A dedicated committee will be formed to oversee the preparation of institutional data and documentation required for participation in GSIRF and NIRF assessments. The committee will identify key performance indicators and improvement strategies to enhance our institution's performance in GSIRF and NIRF rankings. The committee for GSIRF and NIRF preparation will initiate data collection and documentation processes, ensuring compliance with assessment requirements.

2. The meeting focused on reviewing the alignment between Course Outcomes (COs) and Program Outcomes (POs) to ensure the effectiveness of our curriculum in achieving educational objectives. The importance of mapping COs to POs for accreditation purposes and continuous improvement was emphasized. A committee comprising faculty members from relevant departments was formed to review the existing COs and POs for each program. The committee will assess the alignment between COs and POs and identify any gaps or areas for improvement and develop a systematic process for mapping COs to POs, ensuring that each CO contributes to the achievement of one or more POs. Guidelines and templates for CO-PO mapping will be prepared and circulated to faculty members to facilitate the mapping process.

3. The need to standardize the format for data collection across various departments and functions within the institution. Standardization is essential for ensuring consistency, accuracy, and efficiency in data management and analysis processes. The format will be designed to accommodate the specific data requirements of each department while ensuring overall consistency and compatibility. Pilot testing of the format will be conducted, and adjustments will be made based on feedback

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received. Once finalized, the standardized data collection format will be disseminated to all departments for implementation.

4. A coordination committee comprising representatives from the cultural, sports and NSS departments was formed. The committee will be responsible for planning, organizing, and overseeing cultural events, sports competitions, and NSS activities throughout the academic year.

5. The meeting concluded with a commitment to actively pursue research collaborations, foster innovation, and improve our institution's ranking in GSIRF and NIRF assessments. Members were encouraged to actively participate in the implementation of the action points discussed. Members were encouraged to remain proactive and engaged in the implementation of the action points discussed. The meeting concluded with a commitment to ensuring the alignment between Course Outcomes and Program Outcomes to enhance the quality of education and meet accreditation requirements. Members were encouraged to actively participate in the CO-PO mapping process and contribute to the continuous improvement of our curriculum.

6. The meeting concluded with a commitment to actively emphasize the importance of ongoing monitoring and evaluation to ensure continuous improvement in CO PO mapping and NIRF ranking. By following these guidelines, you can standardize the formats for COPO mapping and NIRF ranking in the conclusion of minutes of the meeting, thereby facilitating effective communication, decision-making, and planning related to these important aspects of institutional governance and quality assurance. Members were encouraged to actively participate in the implementation of the action points discussed. Members were encouraged to remain proactive and engaged in the implementation of the action points discussed.

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IQAC Director

DIRECTOR
LJK UNIVERSITY
IQAC
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Date: 01-01-2024

IQAC MEETING

CIRCULAR

This is to inform all the members of the University IQAC committee that 5th meeting will be scheduled on 04th January 2024 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: 04th January 2024

Venue: Board Room, LJKU

Time: 10:00 am onwards

Meeting Agenda: -

1. To give importance about E content development.

2. To give information regarding Startups and Incubation Centers and IPR

3. To discuss about Mentor- mentee execution

4. To discuss about Faculty Development Programs.

5. To discuss about the importance of Publications, Books

6. To discuss about Seed Money, Research Projects, Consultancy Projects

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IQAC Director

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Date: 04-01-2024

Minutes of Meeting

Conduct of the Meeting:

The 5th IQAC Meeting is conducted on 04th January 2024 at 10.00 am Board Room, LJKU with the following agenda:

The following members were present for the meeting:

No.	Name	Status	
1.	Prof. Siddarth Singh Bist	Present	IQAC Director
2.	Prof. Shreeraj H Shah	Present	
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. Rashi Goplani	Absent	
9.	Dr. Manish D Shah (Management)	Present	
10.	Shri Hitesh M Joshi	Present	
11.	Shri Minesh Shah	Present	
12.	Shri Hardik Pota, (TV9) – Alumni	Attended online	
13.	Shri Mukul Sachal – Local Society	Attended online	
14.	Dr. Gitesh Shah, Stakeholder	Present	
15.	Shri Shailesh Patwari, Industrialist	Attended online	

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IQAC Director

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Meeting Minutes

Date: 04/01/2024

Points discussed:

1. To give importance about E content development.

2. To give information regarding Startups and Incubation Centers and IPR

3. To discuss about Mentor- mentee importance

4. To discuss about Faculty Development Programs

5. To discuss about the importance of Publications, Books6. To discuss about Seed Money, Research Projects, Consultancy Projects.

Action Taken:

1. E content Development: The meeting emphasized the crucial role of E-content development in modern education. Recognizing the shift towards digital learning platforms, it was reiterated that robust E-content is essential for enhancing accessibility, engagement, and effectiveness in education delivery.

- To ensure the availability of high-quality educational resources accessible anytime, anywhere. · To promote innovation and creativity in teaching methodologies through interactive and multimedia-rich content. To facilitate continuous learning and skill development beyond traditional classroom settings.
- Formation of a dedicated E-content development team/task force responsible for coordinating and overseeing the creation, review, and updating of digital learning materials. Identification of priority areas and subjects for initial E-content development based on student needs and curriculum requirements. Allocation of resources, including funding, training, and technical support, to facilitate E-content development initiatives.

2. Incubation Centers, Startups and IPR: Understanding the pivotal role of startups and Intellectual Property Rights (IPR) in fostering innovation, economic growth, and knowledge creation. Recognizing their potential to drive entrepreneurship and technology transfer, it was emphasized that nurturing a conducive ecosystem for startups and protecting intellectual property are critical for sustainable development. To raise awareness and promote understanding of Intellectual Property Rights (IPR) among stakeholders. Discussed the importance of IPR in safeguarding intellectual assets, incentivizing innovation, and attracting investment.

- Explored opportunities for collaboration between academia, industry, and government to support start up initiatives and technology transfer. Addressed challenges related to access to funding, mentorship, infrastructure, and regulatory support for start-ups. Discussed the legal and ethical considerations in managing and commercializing intellectual property, including patents, copyrights, trademarks, and trade secrets.

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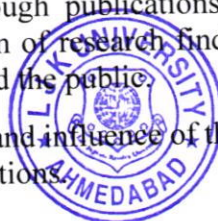
3. Mentor - Mentee: The meeting emphasized the critical role of mentorship in fostering professional and personal growth, knowledge transfer, and career development. Recognizing the value of mentor-mentee relationships in nurturing talent, enhancing productivity, and building a supportive organizational culture, it was underscored that investing in mentorship programs is essential for individual and institutional success to provide guidance, support, and encouragement to mentees in their academic, professional, and personal pursuits. Establishment of a structured mentorship program with defined goals, expectations, and guidelines for participants. Roll out mentorship program initiatives, including orientation sessions, networking events, and regular check-ins between mentors and mentees.

4. Faculty Development Programs: The critical role of faculty development programs in enhancing teaching quality, promoting academic excellence, and fostering a culture of continuous improvement within the institution. Recognizing the dynamic nature of higher education and the evolving needs of students and society, it was emphasized that investing in faculty development is essential for advancing institutional goals and maintaining competitiveness. To support faculty members in acquiring new skills, knowledge, and competencies aligned with evolving disciplinary trends, technological advancements, and educational best practices.

- To cultivate a collaborative and supportive learning community among faculty members, fostering knowledge sharing, peer mentoring, and interdisciplinary collaboration.
- To promote research productivity, scholarly output, and grant acquisition through mentorship, research capacity building, and funding opportunities for faculty member. Highlighted the benefits of faculty development for individual professional growth, job satisfaction, and career advancement.
- Discussed the importance of aligning faculty development initiatives with institutional priorities, strategic plans, and accreditation standards. Development of a comprehensive faculty development plan outlining goals, priorities, and strategies for supporting faculty members at different career stages.
- Design and delivery of workshops, seminars, webinars, and conferences on topics relevant to teaching, research, leadership, and professional growth. Provision of grants, scholarships, and sabbatical opportunities to enable faculty members to pursue research, attend conferences, and engage in professional development activities.

5. Importance of Publications, Books: The meeting emphasized the critical role of research publications in advancing knowledge, enhancing academic reputation, and contributing to the scholarly discourse within the institution and the broader academic community. Recognizing the importance of research as a cornerstone of higher education, it was underscored that promoting and disseminating research findings through publications is essential for achieving excellence and impact. To promote the dissemination of research findings, insights, and discoveries to academic peers, practitioners, policymakers, and the public.

To enhance the visibility, reputation, and influence of the institution in academic circles and beyond through high-quality research publications.

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To support faculty members, researchers, and students in publishing their work in reputable journals, conferences, books, and other scholarly outlets. Discussed trends, challenges, and opportunities in scholarly publishing, including open access, interdisciplinary collaboration, citation metrics, and ethical considerations.

Emphasized the importance of research ethics, integrity, and responsible conduct in the publication process, including authorship attribution, data management, and conflicts of interest.

Addressed barriers and support mechanisms for research publication, such as funding for open access fees, language editing services, and access to research databases and libraries. Explored strategies for enhancing the quality, visibility, and impact of research publications, including peer review, collaboration networks, social media engagement, and media outreach. Development of institutional policies, guidelines, and resources to support research publication activities, including authorship guidelines, copyright policies, and publication ethics guidelines.

Provision of financial incentives, awards, and recognition programs to encourage and reward faculty members, researchers, and students for their research publications.

6. Importance of Seed Money, Research Projects, Consultancy Projects: The meeting highlighted the strategic importance of allocating seed money and supporting research and consultancy projects within the institution. Recognizing these initiatives as vital drivers of innovation, knowledge creation, and institutional growth, it was emphasized that investing in seed funding and project support is essential for fostering research excellence and fostering collaborations. To provide initial financial support to catalyse the development of promising research ideas, pilot projects, and innovative solutions, facilitate the conduct of high-impact research projects that address pressing societal challenges, advance knowledge frontiers, and contribute to economic development and leverage the expertise and resources of the institution to engage in consultancy projects with industry partners, government agencies, and non-profit organizations.

Emphasized the importance of establishing transparent and equitable processes for allocating seed funding and managing project budgets and expenditures, discussed criteria and evaluation mechanisms for selecting seed funding recipients, including scientific merit, innovation potential, feasibility, and alignment with institutional priorities.

Development of clear guidelines, application procedures, and evaluation criteria for seed funding proposals, ensuring transparency and fairness in the selection process, allocation of resources and infrastructure to support the execution and management of research and consultancy projects, including personnel, equipment, and administrative support. Establish review committees or expert panels to evaluate seed funding and project proposals based on predefined criteria and peer review processes. Provide support and mentorship to funded researchers and project teams throughout the project lifecycle, including project planning, execution, reporting, and dissemination.

The meeting concluded with a reaffirmation of the institution's commitment to prioritize-content development as a strategic imperative for enhancing teaching and learning outcomes. It was agreed that concerted efforts and sustained investment in this area are essential to meet the evolving needs of learners in the digital age.

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Also, startups and Intellectual Property Rights as catalysts for innovation-driven growth and societal advancement. It was agreed that sustained efforts and collaborative action are essential to create an enabling environment that nurtures entrepreneurship and protects intellectual capital.

The meeting concluded with a commitment to fostering a culture of mentorship and continuous learning within the institution. It was agreed that mentor-mentee relationships play a vital role in personal and professional development and that investing in these relationships is an investment in the future success and well-being of individuals and the organization as a whole.

It was agreed that by supporting the growth and professional fulfilment of faculty members, the institution can enhance its teaching, research, and service missions, thereby contributing to the overall success and sustainability of the academic community.

The University's commitment to promoting and supporting research publications as a cornerstone of academic excellence and knowledge dissemination and was agreed that by investing in research publication activities, the institution can enhance its research culture, reputation, and impact, thereby contributing to the advancement of society.

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IQAC Director

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