



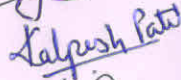










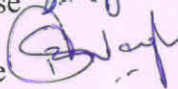
INSTITUTE OF SCIENCE & TECHNOLOGY FOR  
ADVANCED STUDIES & RESEARCH (ISTAR)  
VALLABH VIDYANAGAR-388120

Minutes of the meeting of IQAC held on Monday, 10<sup>th</sup> October, 2016 in Conference Room of ISTAR

The following members were present

Dr.P.M.Udani   
Dr.A.R.Jani   
Dr.Brijesh Parikh   
Dr.Merlin Thomas   
Dr.Kalpesh Patel   
Dr.Nirmal Kumar   
Mr.Hem Tiwary  
Mr.Samir patel   
Mr.Sagar Joshi   
Ms.Hiral Soni   
Mr.Karan Patel 

**HoDs as special invitees**

Mr.Rupesh Shah   
Dr.Sanjay Panjabi   
Dr.Himanshu Kapse   
Mr.Baiju Varghese 

The following points were discussed

**1. Internal Assessment plan**

Instead of keeping 2 internal tests per semester, one of them is to be replaced by weekly test conducted on every Monday. Online MCQ test is also to be conducted. Mr.Parag Moteria of MCA dept has already started working on the same with assistance from Mrs.Unnati Patel of GIS department. Each department is to plan for online MCQ test.

Action : HoD, Dr.Parag Moteria, Mrs.Unnati patel

**2. Online feed back system**

Online feed back system is to be adopted for feedback of students. It is being developed by Mr.Parag Moteria. He is requested to prepare the required software and demonstrate.

The feedback is to be analysed and histogram to be prepared. It is decided to upload the histogram on the website of ISTAR.

**3. Syllabus Revision**

All departments other than Organic Chemistry, MIHS, Valuation and IT have updated their syllabus in 2015-16 academic year. The head of department of these departments were advised to initiate the work by submitting proposals to the respective Board of Studies. The MIHS and valuation departments are advised to take up the matter regarding their new board of studies ( due to the change in nomenclature of course) with Sardar Patel University as soon as possible.

#### 4. Seminars/Workshops/Expert talks to be organized

All departments are advised to organize seminars/workshops/expert talks etc regularly. Sponsorship from government /private funding agency should be availed for organizing seminars & workshops whenever possible.

#### 5. Best Practices

All departments are required to submit details of their any 2 best practices to IQAC by March 2017 and IQAC after careful consideration may implement the selected best practices for the entire institute

#### 6. Skill development courses

15-20 hrs skill development modules /courses are to be organized by the following 3 disciplines of ISTAR

- Chemical Sciences ( IC,OC,PST & SCT)
- IT & Automation (IT ,MCA , GIS & Instrumentation departments)
- Environment & Valuation (EST,MIHS & Valuation departments)

The chemical Science departments are to conduct one skill development course on Entrepreneurship development and the IT ,MCA & GIS group is to conduct a course on Data Analytics. The respective departments are requested to submit the proposal within 10 days.

#### 7. PDP Assessment

It is decided to evaluate the outcome of the personality development programme conducted by CDC in association with Globearena, Hyderabad. The PDP co-ordinator is required to co-ordinate with Globearena officials regarding the same.

#### 8. Additional revenue generation

All departments are required to generate additional revenue by

- Testing & consultancy
- Add on Certificate Courses

##### 1. Office Automation

Efforts should be strengthened to improve office automation.

##### 2. Student Council activity

In addition to the extra curricular activities, the student council should also make efforts to organise some technical events.



Dr. Merlin Thomas  
Co-ordinator-IQAC



Dr. P.M. Udani  
Director