

INTERNAL QUALITY ASSURANCE CELL, PDPU

Minutes of Meeting: 03/08/2020

M1

2020-21

Following were present:

- | | | |
|----------------------------|---|----------|
| 1. Dr. S. Sundar Manoharan | - | Chairman |
| 2. Dr. Sunil Khanna | - | Member |
| 3. Prof. Nigam Dave | - | Member |
| 4. Prof. Tarun Shah | - | Member |
| 5. Shri Abhinav Kapadia | - | Member |
| 6. Prof. D. M. Parikh | - | Member |
| 7. Prof. Pramod Paliwal | - | Member |
| 8. Dr. R. K. Vij | - | Member |
| 9. Shri Rakesh Kharbanda | - | Member |
| 10. Dr. Rajesh Patel | - | Convener |
| 11. Dr. D. Sriram | - | Convener |

The Chairman extended a cordial welcome to all the members. Thereafter the agenda items were taken up in seriatim for discussion.

Agenda-1: To confirm the minutes of the previous meeting.

The members reviewed and confirmed the minutes of the previous meetings.

Agenda-2 To review the discussion and decisions taken at the previous meeting.

The members reviewed the discussions and decisions taken at the previous meeting.

Agenda-3 To organize workshops and conferences relevant to different academic disciplines.

The Committee advised to the School Directors to organize the workshops, conferences, seminars and alike pertaining to their academic areas.

Agenda-4 To decide the evaluation pattern to be followed in every part of continuous evaluation – each of 15 Marks.

After the discussion on this point, it was recommended that every continuous evaluation of 15 Marks, should be subdivided into the following components:

Quiz / MCQ: 5 Marks

Open Book Assignment: 5 Marks

Problem Solving / Design Problem / Case Study: 5 Marks

Agenda-5 To sensitize the employees regarding Covid19 health protocols.

It was discussed and decided that all employees have to follow Sanitization, Mask and Social Distancing scrupulously as precautionary measures at least when they are on the campus. They further directed to use Oleo Health App integrated with the Arogya Setu App, with the purpose of safety from any risk of infection even outside PDEU campus.

Agenda-6 To discuss and decide how the examination question papers be prepared most confidentially, and also for smooth conduct of examinations.

The Committee concluded that examination question-paper copies in required numbers, in a properly sealed cover should be prepared by the concerned faculty paper setter only. This will help in avoiding handling of the question papers through any other individual before the start of the examination. This will also avoid any possible disclosure of the question paper before the examination, through any other individual.

Agenda-7 To streamline the settling of the examinations result, avoiding the delay in it to correct results for the lapse in any.

An internal faculty should have been nominated in every Department/School to coordinate with the visiting faculty of the Department/School, regarding entire examination process including the result submission.

One point contact person is required in every department, HoD or his nominee, to provide the respective course exam question paper copies to the exam cell prior to the exam schedule, when the respective CC faculty is unable to provide it due his/her critical situation, if any sometime.

Agenda-8 To discuss on sanctity on more measures of examination results.

The respective Faculty – evaluator herself/himself only should submit the entire result of a course examination as per the prescribed procedure. No other individual should submit it to avoid tampering with the evaluation marks/grades.

Agenda-9 To take more measures for quality of the question papers.

It was recommended that every Department/School should constitute a Committee to review the question papers after the examinations.

Agenda-10 To discuss e-governance for different domains of the University system.

The Committee viewed that we should incorporate more ways of e-governance into the Administration including Admissions, Academics, HR etc., and accordingly to arrive upon e-governance policy with a broad objective of 'To improve transparency, providing speedy information, dissemination, improving administrative efficiency and public services in all the aspects of education'. A committee comprising of the Registrar, Director – SoT, CTO, and HoD - CE will submit a policy paper on e-governance to the Director General for consideration and approval.

The meeting ended with thanks.



Convener – IQAC

INTERNAL QUALITY ASSURANCE CELL, PDPU

Minutes of Meeting: 05/11/2020

M2

2020-21

Following were present:

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|----------------------------|---|----------|
| 1. Dr. S. Sundar Manoharan | - | Chairman |
| 2. Dr. Sunil Khanna | - | Member |
| 3. Prof. Nigam Dave | - | Member |
| 4. Prof. Tarun Shah | - | Member |
| 5. Shri Abhinav Kapadia | - | Member |
| 6. Prof. D. M. Parikh | - | Member |
| 7. Prof. Pramod Paliwal | - | Member |
| 8. Dr. R. K. Vij | - | Member |
| 9. Shri Rakesh Kharbanda | - | Member |
| 10. Dr. Rajesh Patel | - | Convener |
| 11. Dr. D. Sriram | - | Convener |

The Chairman extended a cordial welcome to all the members. Thereafter the agenda items were taken up in seriatim for discussion.

Agenda-1: To confirm the minutes of the previous meeting.

The members reviewed and confirmed the minutes of the previous meetings.

Agenda-2 To review the discussion and decisions taken at the previous meeting.

The members reviewed the discussions and decisions taken at the previous meeting.

Agenda-3 To plan the online examinations, keeping in mind to maintain sanctity of the examinations.

In view of Covid19 constraint on gathering of students on the Campus, to plan the online examinations, keeping in mind also to maintain its sanctity though the mode of examination changed to Online.

It was decided to hold online examinations through AI based proctoring:

- i) For proper conduct of online examination, it is necessary to hold an Orientation Program (Webinar) for Online Proctor based Examination for students and faculty.
- ii) Also to hold the mock test on the prescribed online exam platform.

Agenda-4 To hold research review symposium for engineering faculty.

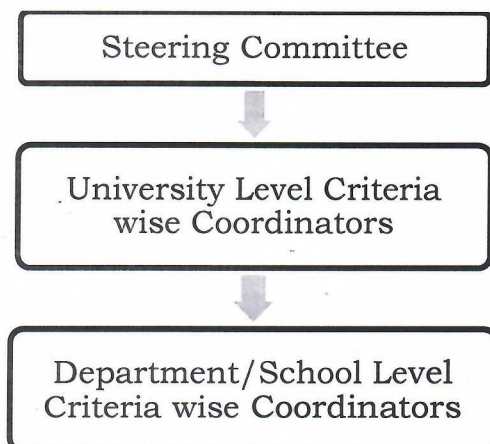
It was directed to Dr. Anirbid Sircar – Dean R&D to plan out the details of a Research Review Symposium.

Agenda-5 To discuss and decide on administrative arrangement for the data collection to prepare SSR for NAAC cycle-2.

Following administrative arrangement was thought out for preparation of the Self Study Report for the next cycle assessment of the NAAC:

- i) To constitute Steering Committee in consultation with the Director General of the University.
- ii) To develop an IT based mechanism for the data collection on single platform.
- iii) To assign criteria wise responsibility to the Steering Committee members, and also to nominate University level criteria conveners and Department/School level conveners for all seven criteria.

Work Coordination



Agenda-7 To develop a plan for carrying out the comprehensive projects for the final semester B. Tech. students before the end of December 2020.

The committee directed Director – SoT to chart out a plan for the comprehensive projects for the final semester students before the end of December 2020.

Agenda-8 To review the proposals of ‘Fund for Improvement of S&T Infrastructure (FIST)’ submitted by the HoDs.

It was decided that the Directors of both School – SoT & SPT should advise the Head of the Departments concerned with their respective FIST proposals, to give a presentation of their proposals, before 15th December, 2020.

The meeting ended with thanks.



Convener – IQAC

INTERNAL QUALITY ASSURANCE CELL, PDPU

Minutes of Meeting: 19/2/2021

M3

2020-21

Following were present:

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|----------------------------|---|----------|
| 1. Dr. S. Sundar Manoharan | - | Chairman |
| 2. Dr. Sunil Khanna | - | Member |
| 3. Prof. Nigam Dave | - | Member |
| 4. Prof. Tarun Shah | - | Member |
| 5. Shri Abhinav Kapadia | - | Member |
| 6. Prof. D. M. Parikh | - | Member |
| 7. Prof. Pramod Paliwal | - | Member |
| 8. Dr. R.K. Vij | - | Member |
| 9. Shri Rakesh Kharbanda | - | Member |
| 10. Dr. Rajesh Patel | - | Convener |
| 11. Dr. D. Sriram | - | Convener |

The Chairman extended a cordial welcome to all the members. Thereafter the agenda items were taken up in seriatim for discussion.

Agenda-1: To confirm the minutes of the previous meeting.

The members reviewed and confirmed the minutes of the previous meetings.

Agenda-2 To review the discussion and decisions taken at the previous meeting.

The members reviewed the discussions and decisions taken at the previous meeting.

Agenda-3 To discuss on efforts for Industry Institute Interaction.

It was discussed to put more efforts how the industry be aligned with the institute. The School Directors were asked to call faculty meeting for furthering industry-institute-collaborations.

Agenda-4 To discuss and decide on Strategic Planning.

It was decided that our strategic planning should be focused on higher education and research in the field of Energy Security, in particular the University is now re-named as the 'Energy University'. It should also cover the following aspects:

- I. Translational Research
- II. Biofuel & Bioenergy Studies
- III. Centre for Research on Carbon Dioxide - carbon capture and utilization
- IV. Low Cost Water Treatment
- V. Intellectual Property Rights with reference to Design Pattern and Product Pattern.
- VI. Skill oriented courses as guided by National Skill Development Corporation.
- VII. Renewable Energy sources

Accordingly a strategic plan has been detailed as attached herewith.

The meeting ended with thanks.



Convener – IQAC

Minutes of Meeting: 24/5/2021 (Online meeting)

M4

2020-21

Following were present:

- | | |
|------------------------------|----------|
| 1. Dr. S. Sundar Manoharan - | Chairman |
| 2. Dr. Sunil Khanna - | Member |
| 3. Prof. Nigam Dave - | Member |
| 4. Prof. Tarun Shah - | Member |
| 5. Shri Abhinav Kapadia - | Member |
| 6. Prof. D. M. Parikh - | Member |
| 7. Prof. Pramod Paliwal - | Member |
| 8. Dr. R. K. Vij - | Member |
| 9. Dr. Vivek Pandya - | Convener |

The Chairman extended a cordial welcome to all the members. Thereafter the agenda items were taken up in seriatim for discussion.

Agenda-1: To confirm the minutes of the previous meeting.

The members reviewed and confirmed the minutes of the previous meetings.

Agenda-2 To review the discussion and decisions taken at the previous meeting.

The members reviewed the discussions and decisions taken at the previous meeting.

Agenda-3 To organize Industry Institute Interaction based programmes through the different Schools.

While discussing on this agenda, the Director – SPT proposed to hold ‘Investors’ Meet’ for oil and gas sectors, in association with the related Government Departments concerned for it. The committee greeted the proposal and directed to go forward to the Director-SPT.

Agenda-4 To revive the agreement with M/s. Shell Energy India Ltd. for taking up industry projects in different fields of energy sectors.

The Director – SPT was directed to proceed for the agreement with M/s. Shell Energy India Ltd. with the involvement of the faculty of other engineering disciplines also.

Agenda-5 Annual Convention for local chapters of different professional bodies.

The committee directed the School Directors to take up organizing the Annual Convention of different chapters of professional bodies set up at the University.

Agenda-6 To discuss and decide the Action Plan for the next Academic Year.

Following points were discussed and decided for the action plan for the next academic year:

- i. Academic Calendar of the academic programs running at the University.
- ii. To decide the evaluation pattern same as followed in the previous year considering the Covid19 situation and Online examination.
- iii. To prepare for data submission to NIRF (National Institutional Ranking Framework) and GSIRF (Gujarat State Institutional Rating Framework) 2022.
- iv. To update the Self-Assessment Report (SAR) for NBA Accreditation process applied for UG Programmes in Civil Engg., Chemical Engg., and Electrical Engg..
- v. To request the President of the University to invite Union Minister – may be MoPNG as Chief Guest for the next Convocation to be held in December/January.
- vi. To undertake tendering process for building up the infrastructure of 50 MW Solar PV Panel Product Line, and thereby to complete infrastructure and also the pilot run of the plant by February 2022.
- vii. To take up preparation of Self Study Report for the NAAC next cycle – II and to assign the responsibilities to different faculty and staff for it. A Steering Committee and criteria wise University level as well as School/Department wise committees be constituted.

The meeting ended with thanks.



Convener – IQAC