



MONARK UNIVERSITY

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF MEETING

Meeting Title:	Role, Functioning & Departmental Responsibilities
Date:	26/08/2025
Time:	3:00 PM Onwards
Venue:	Conference Hall- Omkar Bhavan
Meeting Chaired By:	Prof. Sudha Patel (Dean-Faculty of Computer Application IQAC Coordinator)
Attendees:	Shri Monark H. Goswami (CEO), Shri Samir R. Sureliya (Registrar), Prof. Dharmendra kumar B. Patel (Dy. Registrar), Dr. Vishal D. Patel (COE), Dr. Tanmaykumar Pandit (Asst. Registrar), Dr. Sanketsinh Thakor (Academic Dean)
Absentees:	NA
Agenda:	<ol style="list-style-type: none"> 1. Objective of IQAC 2. IQAC Core Committee Members 3. Department-wise Workflow of IQAC 4. Documents to be Prepared 5. Course File Format 6. Format of Examination Papers
Discussion:	<p>Objective of IQAC</p> <ul style="list-style-type: none"> • A thorough discussion of IQAC's goals was held, with an emphasis on guaranteeing quality improvement in support services, administration, and academia. • Aligning institutional procedures with NAAC and other accrediting requirements was highlighted. <p>IQAC Core Committee Members</p> <ul style="list-style-type: none"> • The IQAC Core Committee's organizational framework was decided upon. • For a variety of viewpoints, representatives from the teaching, administrative, student, and external stakeholders were included. <p>Department-wise Workflow of IQAC</p> <ul style="list-style-type: none"> • It was suggested that in order to streamline operations, an IQAC coordinator should be assigned to each academic department. • Regular data submission, quality reporting, and audit involvement would all be part of the workflow. <p>Documents to be Prepared</p> <ul style="list-style-type: none"> • Academic departments include lesson plans, course files,

	<p>attendance logs, feedback reports, analysis of results, and records of continual improvement.</p> <ul style="list-style-type: none"> • Administrative departments include financial audits, compliance reports, meeting minutes, policy documents, and HR data. • Support Services: Information on training and placement, IT service reports, student support and mentoring records, and library usage data.
	<p>Course File Format</p> <ul style="list-style-type: none"> • The syllabus, lesson plan, homework, internal evaluation, feedback, and results were all included in the suggested standard course file format. • For consistency, departments were told to use the standard format.
	<p>Format of Examination Papers</p> <ul style="list-style-type: none"> • Format for Midterm Exam Papers: The committee talked about creating a uniform template that guarantees all cognitive levels are covered (based on Bloom's Taxonomy). • Format for University Examination Papers: It was mentioned that the format specified by the university must be adhered to. • IQAC will conduct the FDP to provide guidelines for maintaining quality and openness while aligning internal papers with university standards.

Decisions Taken / Resolutions Passed:

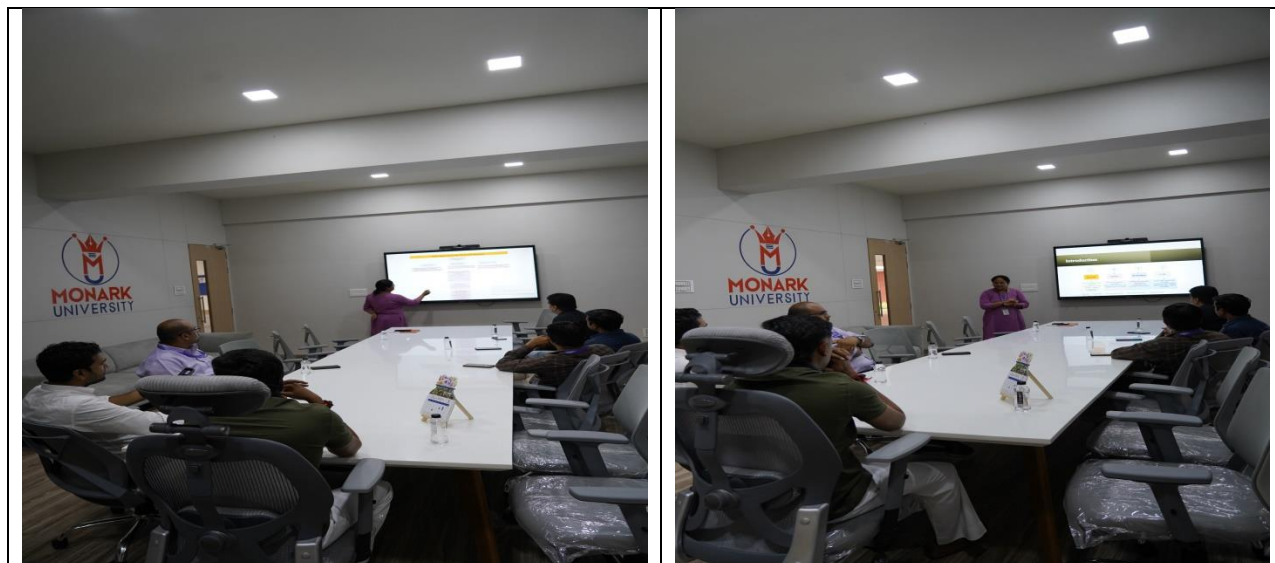
- All departments accepted the IQAC objectives as their guiding principles.
- The members of the IQAC Core Committee were decided upon and authorized.
- The department coordinators will be nominated, and the department-wise workflow was approved.
- Academic, administrative, and support units were given documentation duties.
- The approved course file format will be distributed to all faculty members.
- Mid and university exam paper forms were standardized, and instructors were expected to adhere to the rules.

Action Plan & Responsibility Allocation:

Task	Responsible Person/Committee	Deadline
Circulate objectives of IQAC to all stakeholders	IQAC Coordinator	05/09/2025
Final list of Core Committee members	Chairperson & Coordinator	02/09/2025

Appointment of Department-wise IQAC coordinators	HoDs	10/09/2025
Preparation of academic/administrative/support documents	Concerned Departments	Continuous
Circulation of course file format	Academic Dean / IQAC	29/08/2025

Photographs:



Prof. Sudha Patel
IQAC Coordinator