

# **MINUTES**

## **16<sup>th</sup> JOINT MEETING OF**

**39<sup>th</sup> Meeting of Governing Body of CHARUSAT**  
**55<sup>th</sup> Meeting of Board of Management of CHARUSAT**

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**4<sup>th</sup> November, 2023 (i.e Saturday)**

**10:30 a.m.**

**CHARUSAT CAMPUS**

The 16<sup>th</sup> Joint meeting of Governing Body and Board of Management of Charotar University of Science and Technology (CHARUSAT) University was held on 4<sup>th</sup> November, 2023 wherein following members remained present.

1.	Shri Surendra M. Patel	Chairman	President, CHARUSAT
2.	Dr. R V Upadhyay	Member	Provost, CHARUSAT
3.	Shri Naginbhai Patel	Member	Secretary, Kelavani Mandal and CHRF
4.	Dr. Bimal Patel	Member	Vice Chancellor, Rashtriya Raksha University, Gandhinagar
5.	Shri Harishbhai Patel	Member	President, Universal Load Banks, USA/India
6.	Shri H T Patel	Member	Former President, API Business, Zydus Cadila Healthcare Ltd.
7.	Shri Nayanbhai Patel [online present]	Member	Executive Director, Packam Controls Private Limited & Industrialist of Repute
8.	Dr. Shailesh Khant	Member	I/c Dean, Research
9.	Dr. Y P Kosta	Member	Director, University Research Centre
10.	Dr. Manan Raval	Member	Dean, Faculty of Pharmacy, CHARUSAT
11.	Dr. Atul Patel	Member-Secretary	Registrar, CHARUSAT (ex-officio)

Following members could not attend the meeting.

1.	Dr. M I Patel	Member	Eminent Educationist, Industrialist and Philanthropist
2.	Shri Virendrabhai Patel	Member	Trustee, Kelavani Mandal and Treasurer, CHRF
3.	Shri Manubhai Patel	Member	Prominent Industrialist
4.	Shri. Hemal Patel	Member	Expert of Information Technology
5.	Shri Pankaj R Patel	Member	Eminent Industrialist
6.	Shri Devang Patel	Member	Eminent Philanthropist and Businessman
7.	Principal Secretary, Dept. of Higher & Technical Education, Gujarat	Member	Ex-officio Member (GB)
8.	Dr. M Balaganapathy	Member	Principal, ARIP, CHARUSAT

Following invitees remained present.

1.	Shri Ashok Patel	Advisor, CHARUSAT University
2.	Dr. M C Patel	Secretary, Kelavani Mandal
3.	Shri C A Patel	Vice President, Kelavani Mandal
4.	Dr. Bhaskar Pandya	Dean, FoH, CHARUSAT
5.	Dr. Samir Patel	I/c Dean, FPH, CHARUSAT
6.	Dr. Mayur Sutaria	Coordinator, IQAC, CHARUSAT
7.	Dr. Vijay Chaudhary	Dean, FTE, CHARUSAT
8.	Dr. Gayatri Dave	Dean, FoS, CHARUSAT
9.	Dr. Dhruv Dave	I/c Dean, FMS, CHARUSAT
10.	Dr. Reshma Sable	Dean, FMS, CHARUSAT
11.	Dr. Sanskruti Patel	Dean, FAS, CHARUSAT

## AGENDA PROCEEDINGS AND RESOLUTIONS

### Items of Governing Body

**Item 39.23.01: For Confirmation;** Minutes of the 38<sup>th</sup> Meeting of Governing Body held on May 19, 2023.

#### Proceedings & Resolution 39.23.01

The 38<sup>th</sup> Meeting of Governing Body of CHARUSAT University was held on May 19, 2023. The minutes were circulated to all the members on May 25, 2023 and comments were invited. However, no comments were received and hence, the circulated minutes was confirmed.

**Item 39.23.02: For Information;** Actions taken on the items of the 38<sup>th</sup> Meeting of Governing Body are as under;

Item No.	Content	Actions/ Remarks
38.23.01	<b>For Confirmation;</b> Minutes of the 37 <sup>th</sup> meeting held on December 31,2022.	The minutes were confirmed by the Governing Body.
38.23.02	<b>For Information;</b> Action taken on the items of the 37 <sup>th</sup> Meeting of the Governing Body held on December 31,2022.	The Body noted and confirmed the action taken on the items of the 37 <sup>th</sup> Meeting of Governing Body.
38.23.03	<b>For Approval;</b> Minutes of the 53 <sup>rd</sup> Meeting of Board of Management (BOM).	The Body approved the minutes of 53 <sup>rd</sup> Meeting of Board of Management held on March 25,2023.
38.23.04	<b>For Information and Approval;</b> CHARUSAT Centre for Online Education (CCOE)	The Body approved and appreciated the initiative taken by the CCOE. The President directed to focus the Samaaj students residing abroad and also to conduct such online examination in the campus so that students can built the personal rapo with the university.
38.23.05	<b>For Information and Approval;</b> The Accounts of financial year ending on 31 <sup>st</sup> March, 2023.	The Body approved the Accounts for the Financial Year 2022-23.
38.23.06	<b>For Information and Approval;</b> Budget for the Financial Year 2023-24.	The Body approved the Budget for the Financial Year 2023-24.
38.23.07	<b>For Information;</b> Introduction of Special Allowance and Incentives to recognize / appreciate employees.	The Body noted the information presented by the Registrar.

38.23.08	<b>For Information;</b> Introduction of Structural changes	The Registrar shared the mixed model of academic & administrative governance adopted by the CHARUSAT at various faculties and departments. The Body noted the information.
38.23.09	<b>For Information;</b> New appointments in line with 12B requirement.	The Body noted the information presented by the Registrar for the recruitment of faculties in line with 12B for various constituent of the university. However, it was directed by the Body to adhere the norms of faculty-student ratio for the recruitment.
38.23.10	<b>For Information;</b> Any other items with the permission of the chair.  Brief presentation by the Provost regarding performance review, NIRF and GSIRF ranking with various initiatives.	The Body noted the information presented by the Provost and asked to work on all the aspects.

#### **Proceedings and Resolution 39.23.02**

The Registrar informed that university has received approval from the University Grant Commission (UGC) for establishment of Centre for Online Education (CCOE) and hence, will offer two online courses i.e B.B.A and B.C.A from January'24. Accordingly, detailed course structure & course content is being developed by the university.

It was also briefed to the members on development & implementation of software for admission, examination and appraisal system which has smoothen various administrative activities of the university. The members noted the information on action taken report of 38<sup>th</sup> Meeting of Governing Body.

**Item 39.23.03 : For Approval;** Minutes of Board of Management (BOM) meeting held on September 16, 2023.

#### **Proceedings and Resolution 39.23.03**

The Registrar informed that the 54<sup>th</sup> Meeting of the Board of Management was held on September 16, 2023 and minutes were circulated to all the members on October 3, 2023. As no suggestions were received from the members, the minutes as circulated with the agenda as Annexure – 1 (Page no. 10 to 18) was endorsed by the committee members.

### Items of Board of Management

**Item 55.23.01 : For Approval;** Minutes of the 54<sup>th</sup> Board of Management meeting held on September 16, 2023.

#### Proceedings & Resolution 55.23.01

The Registrar informed that the 54<sup>th</sup> Meeting of the Board of Management was held on September 16, 2023. The minutes were circulated to all the members on October 3, 2023 and comments were invited. However, no comments were received and hence, the circulated minutes was endorsed by the committee members.

**Item 55.23.02: For Information;** Actions taken on the items of the 54<sup>th</sup> Meeting of Board of Management are as under;

Item No.	Content	Actions/ Remarks
54.23.01	<b>For Confirmation;</b> Minutes of the 53 <sup>rd</sup> meeting held on March 25,2023.	The minutes were confirmed by the Board of Management.
54.23.02	<b>For Information;</b> Action taken on the items of the 53 <sup>rd</sup> Meeting held on March 25,2023.	The Board noted and approved the action taken report.
54.23.03	<b>For Information;</b> Admission Scenario	The Board noted the information and appreciated the efforts.
54.23.04	<b>For Information and Approval;</b> Submission of Annual Quality Assessment Report (AQAR)	The Board noted the furnished information.
54.23.05	<b>For Information;</b> Approval of CHARUSAT Center of Online Education.	The Board appreciated the initiative and noted the progress.
54.23.06	<b>For Information and Approval;</b> Minutes of 26 <sup>th</sup> Academic Council Meeting.	The Board approved and endorsed the minutes.
54.23.07	<b>For Approval;</b> Minutes of 54 <sup>th</sup> , 55 <sup>th</sup> and 56 <sup>th</sup> Finance Committee Meeting.	The Board noted and approved the minutes of Finance Committee meeting(s).
54.23.08	<b>For Information;</b> Appointment/ Resignation / Deputation of teaching and non-teaching staff.	The Board noted the information furnished by the Registrar.
54.23.09	<b>Any other item with the permission of the Chairman</b>	
1.	Suggestion by the President for healthy professional environment.	



2.	To be student centric for being attentive & approaching empathically	The Registrar communicated the core purpose & initiatives to be taken by the institute Dean(s) so as to create conducive atmosphere for all.
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### **Proceedings and Resolution 55.23.02**

The Registrar briefed on the action taken report of the 54<sup>th</sup> Meeting of Board of Management to all the committee members which was noted.

## Common Items for the Governing Body and Board of Management

### Items on Academics and Development

**Item JM 16.23.01 : For Information and Approval;** The 13<sup>th</sup> Convocation of the CHARUSAT university will be held *tentatively* on 6<sup>th</sup> January, 2024 and the detail of Degree Recipients are mentioned as under ;

- The 13<sup>th</sup> Convocation of CHARUSAT university will be held tentatively on 6<sup>th</sup> January, 2024 and Shri Sudhir Mehta, Chairperson of Torrent Pharmaceuticals will be invited as the Chief Guest who will address the Convocation ceremony. The planning for organizing the Convocation is in progress and will be updated to the committee members in due course of time.
- Total 2685 students will be awarded the graduation degree. The list of degree recipients is approved by respective Dean of Faculties and will be presented in the meeting for approval. The summary of degree recipients is as follows:

Name of the Faculty	Under Graduate	PG Diploma	Post Graduate	Ph.D.	Total
Faculty of Technology and Engineering	1082	4	22	9*	1117
Faculty of Computer Science and Applications	337	0	178	1	516
Faculty of Pharmacy	97	0	56	2*	155
Faculty of Management Studies	191	0	132	0	323
Faculty of Applied Sciences	113	0	171	12*	296
Faculty of Medical Sciences	177*	29	69	3	278
<b>Total</b>	<b>1997</b>	<b>33</b>	<b>628</b>	<b>27</b>	<b>2685</b>

*Note: \* the approximate number of students who are yet to take their final semester exams/Viva.*

- The detail of students awarded degree in Presentia / receiving in Absentia will be furnished to the members in due course of time.

#### Proceedings 16.23.01

The Registrar informed the members that the 13<sup>th</sup> Convocation of the University is tentatively scheduled to be held on 6<sup>th</sup> January, 2024 wherein Shri Sudhir Mehta, Chairperson of Torrent Pharmaceuticals will be the Chief Guest.

The agenda was discussed at length and it was suggested that the university should explore the possibility to award Honorary Doctorate Degree to the renowned or an eminent person in various fields such as renowned scientist, scientific advisor etc. The guidelines should be

developed in-line with the norms as being observed by other renowned university in this regard.

**Resolution 16.23.01**

The members noted the information and approved to award Degrees to the eligible students in the forthcoming 13<sup>th</sup> Convocation of CHARUSAT university.

In view of the suggestion of awarding Honorary Doctorate Degree by the university, it was decided that the IQAC team of the university will prepare the guidelines and submit a proposal for the approval.

**Item JM 16.23.02 : For Information and Approval :** Proposed guidelines for establishment of various “Students Councils” at the university.

**Proceedings 16.23.02**

The Registrar informed to the members that to explore and bring out students’ creativity, potential and talents to the fullest and also observing to the requirements and criteria as defined in the New Education Policy – 2020, the university has proposed to establish various Students Councils. The establishment of Student Council will give students an opportunity to acquire the sort of communication, planning and organizational skills which will be of benefit to them in their future lives.

The council will be divided into two separate categories i.e Institute / Department level and University level which will have structured composition of membership of faculty & students and will be closely monitored and guided by the Convener / Chairperson of the council. It will give a platform for student development and will have student input on various academic enrichment and other development initiatives. The council will organise extra-curricular activities / events and will promote maximum participation by the students with necessary prior approval from the competent authority of the university.

**Resolution 16.23.02**

The committee members approved the proposed guidelines to establish various “Students Council” at the university with defined objectives as per Annexure – 2 (Page no. 19 - 26) as circulated with the agenda.

It is further resolved that referring to the requirement of various mandatory policy under the NEP – 2020, the IQAC team of the university will prepare policy for the “Students Council” by maintaining the core approval and submit it for the perusal of the authority of the university.

**Item JM 16.23.03 : For Information and Approval :** Introduction of New academic programme i.e Master of Science (Operation Theater and Anesthesia Technology) at the Bapubhai Desai Bhai Patel Institute of Paramedical Sciences of CHARUSAT University from the Academic Year 2024-25 and onwards.



The detail is mentioned as under ;

Name of the programme	Duration	Proposed Intake	Proposed Tuition fee (p.a)
Master of Science (Operation Theater and Anesthesia Technology)	2 years	10	Rs. 85,000/-

### Proceedings 16.23.03

The members were explained that at present university is offering Bachelor of Science (Operation Theater and Anesthesia Technology) and looking to the recent demand and numerous inquiries that university is receiving, it was proposed to introduce Master of Science (Operation Theater and Anesthesia Technology) programme from the Academic Year 2024-25 and onwards.

In view of that, it was suggested by Dr. Bimal Patel, Vice-Chancellor of Rashtriya Raksha University (RRU) that since the university is having sufficient infrastructure and other required facilities, feasibility should be explored to start various certified courses in various fields. This will enable the students to acquire and enhance their professional skills.

### Resolution 16.23.03

The committee members noted the suggestions and approved to commence Master of Science (Operation Theater and Anesthesia Technology) from the Academic Year 2024-25 and onwards.

**Item JM 16.23.04 : For Information and Approval :** Increase / Reduction in the existing intake of following programme(s) run under various institutes of the university from the Academic Year 2024-25 and onwards.

Sr. No.	Name of Institute	Name of Programme	Existing Intake	Increase / Reduction in intake	Revised proposed Intake for the A.Y 2024-25
<b>INCREASE IN INTAKE</b>					
1	CSPIT	B.Tech. (CSE)	60	30	90
2	CSPIT	B.Tech. (EC)	90	30	120
3	CMPICA	BCA	120	120	240
<b>DECREASE IN INTAKE</b>					
4	CSPIT	B.Tech. (IT)	120	30	90
5	CSPIT	B.Tech. (CL)	60	30	30
6	CSPIT	M. Tech (TE)	18	9	9
7	PDPIAS	M.Sc. Physics	30	15	15

*Note : intake of other academic programmes will remain unchanged.*

### Proceedings 16.23.04

The Registrar explained to the members that looking to the recent scenario in the technical field, the intake of various existing programme needs to be revise and accordingly, the same needs to be increase /decrease.

In view of that, it was proposed that to meet the need of the recent trend and providing opportunity to all the students, collaborative programme can be initiated by the university and can divert the significant prospective U.G students to opt for P.G courses in the university. In addition, following suggestions were also made.

1. To enhance the number of registration in Post Graduate programmes, fellowship based innovation & research oriented courses should be offered by the university.
2. External capacity building training should be provided to the faculty members of the university which will create good industry repo.
3. Explore the possibility to offer certificate / training based courses which has linkage to the industry demand.
4. University should initiate to collaborate with various industry and can provide required training to the industry Directorates that will result in networking building and have good impact on placement.
5. The university should enroll for the Government initiative "Karmayogi Mission" as knowledge partnership which will enable the university to become a part of pool of expert knowledge providers for various areas of capacity building exercises.

#### **Resolution 16.23.04**

After great deal of deliberations, the committee members approved to revise the intake of various programmes from the Academic Year 2024-25 and onwards.

**Item JM 16.23.05 : For Information and Approval :** Revision in tuition fee to be levied from the students of following programme(s) from the Academic Year 2024-25 and onwards.

Sr. No.	Name of Institute	Name of Programme	Tuition Fees as per FRC (p.a in Rs.)	Existing tuition fee (p.a in Rs.)	Proposed revised tuition fee (p.a in Rs.)
1	CSPIT / DEPSTAR	B. Tech. (CSE)	1,28,000	1,35,000	1,48,000
2	CSPIT / DEPSTAR	B. Tech. (CE)	1,28,000	1,35,000	1,48,000
3	CSPIT / DEPSTAR	B. Tech. (IT)	1,28,000	1,35,000	1,48,000
4	CSPIT	B. Tech. (AI-ML)	1,28,000	1,35,000	1,48,000
5	CSPIT	B. Tech. (EC)	1,28,000	1,00,000	1,25,000
6	RPCP	B. Pharm.	1,45,000	1,45,000	1,55,000
7	RPCP	M. Pharm.	1,89,000	1,89,000	2,00,000
8	IIIM	BBA	NA	65,000	75,000

9	IIIM	BBA-ENVM	NA	70,000	75,000
10	IIIM	BBA- BA	NA	75,000	85,000
11	IIIM	MBA	1,29,000	1,29,000	1,45,000
12	PDPIAS	M.Sc. Physics	NA	70,000	50,000
13	CMPICA	BCA	NA	60,000	70,000
14	CMPCIA	B.Sc. (IT)	NA	55,000	65,000
15	CMPICA	MCA	1,11,000	1,11,000	1,20,000

*Note : tuition fee for other academic programmes will remain unchanged.*

#### **Proceeding and Resolution 16.23.05**

The committee members approved to revise the proposed tuition fee to be made effective from the Academic Year 2024-25 and onwards.

**Item JM 16.23.06: For Information:** Memorandum of Understanding (MoUs) signed by the CHARUSAT university from January'2023 to October'2023.

#### **Proceedings 16.23.06**

The summary of MoUs signed by CHARUSAT university during January'2023 to October'2023 was presented to all the members as per Annexure - 3 (Page No. 27 - 31) as circulated with the agenda. It was informed to all the members that at present university is having around 62 active MoUs with different industry / organisations and to meet the objectives, the activities are being closely monitored. The six monthly report is duly submitted by the concern co-ordinator which is being verified by the IQAC team of the university.

#### **Resolution 16.23.06**

The committee members noted the submitted information of MoUs signed by the university from January'23 to October'23 with a suggestion that the defined purpose and objectives should be monitored so as to serves the advantageous purpose to the students.

## **Items on Financial Management**

**Item JM 16.23.07: For Information and Approval;** Minutes of the 57<sup>th</sup> Finance Committee meeting held on October 10,2023 (Annexure – 4, Page No. 32-43) for approval.

Following are the salient features of 57<sup>th</sup> meeting of Finance Committee meeting;

- 1) Purchase of equipment for Rs. 41.58 lakhs during 01.07.2023 to 30.09.2023.
- 2) Purchase made by Interior Planning and Purchase Committee for Furniture for Rs. 36.10 lakhs during 01.07.2023 to 30.09.2023.
- 3) Proposed expenditures for new development / furniture works at various departments of the university worth Rs. 115.95 lakhs
- 4) Estimated expenditure of Rs. 5.97 lakhs for clinical training fees for the Under-Graduate & Post-Graduate students of ARIP.
- 5) Budgetary provision of Rs. 71.35 lakhs for organizing 13<sup>th</sup> Convocation of the university



- 6) Proposed expenditure of Rs. 18.00 lakhs for celebration of "Vrund'23 – The Annual Garba Festival" on October 12, 2023
- 7) Proposed expenditure of Rs. 5.70 lakhs for purchase of 15 number of Computer system (Refurbish)
- 8) Proposed expenditure of Rs. 94.30 lakhs for new purchase / electrical installations at the university
- 9) Proposed estimated expenditure of Rs. 30.00 lakhs for establishment of INTEL IOT Laboratory at CSPIT CE/IT/AIML
- 10) Proposed expenditure of Rs. 11.94 lakhs for organizing Out Bound Training for Teaching & Non-Teaching staff members of the university
- 11) Proposed expenditure for payment of remuneration for conduction of the university examination
- 12) Proposal to increase examination fees to be charged from the students from the Academic Year – 2024-25
- 13) Releasing 9% hike in the Dearness Allowance (D.A) from 01.10.2023 and there by proposed expenditure of Rs. 9.65 lakhs
- 14) Purchase of 60 number of Computer System worth Rs. 39.00 lakhs for CMPICA
- 15) Purchase of 6 AI Based Security Camera for Girls Hostel worth Rs. 12 lakhs
- 16) Expenditure on AIML infrastructure development for Rs. 125 lakhs
- 17) Expenditure of Rs. 25 lakhs of participation by students in various AIU Inter-University Sports Tournaments

#### **Proceedings and Resolution 16.23.07**

The Registrar briefly explained the committee members that in addition to technical developments and expansion based expenditures, the university has taken initiative to introduce AI based security camera for Girls Hostel and face reader attendance system for employees of the university.

It was also informed that the university is planning to have automated face reader based attendance system for classrooms which is in trial base at PIM, CHARUSAT and shall be implemented soon for all the other institutes. This will enable the students and their parent / guardian to keep updated on their attendance in the classroom.

The committee members noted the information and approved the minutes of the 57<sup>th</sup> Finance Committee meeting held on October 10, 2023.

### **Items on Human Resource Management**

**Item JM 16.23.08: For Information;** Detail of appointment / resignation of teaching and non-teaching staff members of the university during March'23 to October'23.

#### **Proceedings and Resolution 16.23.08**

It was informed by the Registrar that university is having concern for retention of the employees and hence, has constituted a committee and have implemented strategic planning for it. In addition, university has taken various initiatives to reform the HR policy. The exit report is duly discussed by the authority of the university with the concerned Director of the institute so as to take required initiative, if any.

The detail information on new recruitment and relieved employees along with Statistical Summary Report of all the employees of CHARUSAT university was presented to the committee members as per Annexure – 5 (Page no. 44-57) as circulated with the agenda.

The committee members noted the presented information.

**Item JM 16.23.09: For Information;** Detail of employees permitted to avail longer duration of leave by the university.

**Proceedings and Resolution 16.23.09**

The detail information of employees permitted to avail leave for longer duration as per Annexure – 6 (Page no. 58-59) as circulated with the agenda was noted by the committee members.



## **TABLE ITEM**

**Item JM 16.23.10: For Information and Approval;** Permission to obtain license for “Energy Auditor” in the name of CHARUSAT university and as a prerequisite; also to obtain license for “Electrical Contractor”. (Annexure 7 - total pg. 1)

### **Proceedings 16.23.10**

It was informed to the committee members that university is in need to have “Energy Auditor” license in the name of CHARUSAT university and as a prerequisite; also required to obtain license for “Electrical Contractor”.

Hence, as Dr. Nilaykumar Patel (Professor of Electrical Dept.) is having Electrical Supervisor License he should be authorized to sign and execute necessary agreement on behalf of the CHARUSAT university. A specimen copy of resolution to be furnished to relevant authority as per Annexure – 7 (total page 1) was also to be approved by the committee members.

### **Resolution 16.23.10**

The committee members approved to obtain required license and thereby to nominate Dr. Nilaykumar Patel to complete the required process for the same.

**Item JM 16.23.10 :** Any other item with the permission of the Chairman.

The following suggestions were made by the committee members.

1. To gain benefit of the expertise knowledge; renowned / experienced Professor should be invited to deliver lectures.
2. Each Faculty, Institute and University should have their defined visionary plan for atleast next few years which should be monitored and verified so as to achieve the same.
3. The Rashtriya Raksha University, Gandhinagar and CHARUSAT university can have joint academic collaboration with various foreign universities.

The meeting ended with vote of thanks to the chair.



**Dr. Atul Patel**  
**Registrar**

**Date : 08.11.2023**