

MINUTES

54th MEETING OF THE BOARD OF MANAGEMENT OF CHARUSAT

Date: September 16, 2023, Saturday

Time: 10:30 a.m.

Venue: Conference Room, CMPICA Building, CHARUSAT Campus

The 54th meeting of the Board of Management of Charotar University of Science and Technology (CHARUSAT) was held as per schedule.

The following members were present:

1.	Shri Surendra M Patel	Chairman;	President, CHARUSAT
2.	Dr. R V Upadhyay	Member;	Provost, CHARUSAT
3.	Shri H T Patel	Member;	Former President, API Business, Zydus Cadila Healthcare Ltd.
4.	Dr. M. Balaganapathy	Member;	Principal, ARIP, CHARUSAT
5.	Dr. Darshan Patel	Member;	Principal, BDIPS, CHARUSAT
6.	Dr. Atul Patel	Member-Secretary;	Registrar, CHARUSAT (ex-officio)

Following member had attended the meeting online (through Zoom):

1.	Shri Nayanbhai Patel	Member;	Executive Director, Packam Controls Private Limited & Industrialist of Repute
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Following members/invitees could not remain present:

1.	Shri Naginbhai M. Patel	Member;	President, Matrusansta & CHRF
2.	Shri Deepenbhai Patel	Member;	Industrialist, Dubai
3.	Dr. Amit Nayak	Invitee;	Principal, DEPSTAR
4.	Dr. Dhruv Dave	Invitee;	Dean, FMD, CHARUSAT

The following invitees remained present on the special request from the Chairman:

1	Dr. M C Patel	Secretary, Kelavani Mandal
2	Dr. Trushit Upadhyay	Principal, CSPIT, CHARUSAT
3	Dr. Manan Raval	Principal, RPCP, CHARUSAT
4	Dr. Dharmendra Patel	Principal, CMPICA, CHARUSAT
5	Dr. Binit Patel	Principal, IIIM, CHARUSAT
6	Dr. Anil Sharma	Principal, MTIN, CHARUSAT
7	Dr. Hemantkumar	Principal, BDIPS, CHARUSAT
8	Dr. Vijay Chaudhary	Dean, FTE, CHARUSAT
9	Dr. Samir Patel	Dean, FPH, CHARUSAT
10	Dr. Reshma Sable	Dean, FMS, CHARUSAT
11	Dr. Sanskruti Patel	Dean, FAS, CHARUSAT
12	Dr. Gayatri Dave	Dean, FoS, CHARUSAT
13	Dr. Bhaskar Pandya	Dean, FoH, CHARUSAT
14	Dr. Mayur Sutaria	Coordinator, IQAC, CHARUSAT

PROCEEDINGS & RESOLUTIONS:

Item 54.23.01: For Confirmation; Minutes of the 53rd Meeting of Board of Management held on March 25, 2023

Proceedings & Resolution 54.23.01:

CHARUSAT had organized the 53rd Meeting of Board of Management (BOM) on March 25, 2023. The minutes were circulated on April 01, 2023. No comments were received from members. The minutes were confirmed.

Item 54.23.02: For Information; Actions taken on the items of the 53rd Meeting of Board of Management

Proceedings 54.23.02:

The Registrar briefed on the actions taken on the 53rd Meeting of Board of Management items.

Resolution 54.23.02:

The Board noted and approved the actions taken under items of the 53rd meeting of the Board of Management of CHARUSAT.

Items on Academics and Research

Item 54.23.03: For Information; Admission Scenario

Proceedings 54.23.03:

The Registrar presented the details regarding admissions in various programmes are as under:

Faculty Name	Program	Status of Admission Process	Remarks
FTE	B.Tech.	Completed	1, 3 and 5 semester of UG/PG Teaching has already started
	M.Tech.	Completed	
FCA	B.Sc.(IT)	Completed	1, 3 and 5 semester of UG/PG Teaching has already started
	BCA	Completed	
	M.Sc.(IT)	Completed	
	MCAL	Completed	
FMS	BBA	Completed	1, 3 and 5 semester of UG/PG Teaching has already started
	MBA-CH	Completed	
FMD	BMIT	Completed	1, 3 and 5 semester Teaching has already started
	BOTAT	Completed	
	BSMLT	Completed	
	BOP	In Process	3, 5 and 7 semester of UG/PG Teaching has already started
	BPT	In Process	
	B. Sc. Nursing	In Process	
	MPT	In Process	
	M.Sc. Nursing	In Process	
	MSMLT	Completed	1, 3 semester of UG/PG Teaching has already started
	PGDCH	Completed	

FPH	B.Pharm.	In Process	3, 5 and 7 semester of UG/PG Teaching has already started
	M. Pharm	In Process	
FOS	B.SC	Completed	1, 3 and 5 semester of UG/PG Teaching has already started
	BSCPHY	Completed	
	M.Sc.	Completed	

Resolution 54.23.03:

The Board noted the information presented and appreciated the admission efforts.

Item 54.23.04: For Information and Approval; Submission of Annual Quality Assurance Report (AQAR)

Proceedings 54.23.04:

The Registrar requested Dr. Mayur Sutaria, Coordinator, IQAC to give further information about this item. Dr. Sutaria informed the Board that Internal Quality Assurance Cell (IQAC), CHARUSAT has incorporated quantitative and qualitative data in all the metrics and successfully submitted the AQAR on July 28, 2023. AQAR is divided into Part A and Part B. The data can be summarized as follow:

Part A: Consists of data of the institution. The data for the extended profile for 2021-22 is as follow:

Number of programmes offered	55
Number of departments offering academic programmes	06
Number of students	8583
Number of outgoing / final year students	2509
Number of students appeared in the University examination	8582
Number of revaluation applications	107
Number of courses in all Programmes	1277
Number of full time teachers	467
Number of sanctioned posts	459
Number of eligible applications received for admissions to all the Programmes	116718
Number of seats earmarked for reserved category as per GOI/ State Govt. rule	432
Total number of classrooms and seminar halls	141
Total number of computers in the campus for academic purpose	3605
Total expenditure excluding salary (INR in lakhs)	6759.64

Part B: Comprises of quality indicator frameworks disseminated into seven criteria with total 115 metrics (79 quantitative metrics and 36 qualitative metrics).

The **qualitative and quantitative metrics** data along with the relevant supporting documents to be submitted is circulated to all HoDs/ HoIs on **February 11, 2023** and their comments were also incorporated.

Resolution 54.23.04:

The Board noted the information.

Item 54.23.05: For Information; Approval of CHARUSAT Center for Online Education

Proceedings 54.23.05:

CHARUSAT Center for Online Education (CCOE) had applied to the UGC to offer Online programs (Bachelor of Computer Applications - BCA and Bachelor of Business Administration - BBA) under the ENTITLED category. As CHARUSAT is NAAC A+ University hence we are eligible to apply directly under the ENTITLED category to offer the programs.

On 17th Aug 2023 **UGC has permitted to offer the online programs** as under:

- Bachelor of Business Administration (3 Years)
- Bachelor of Computer Applications (3 Years)

As per the guidelines of the UGC the last date for the admission will be 30th September 2023. Hence, the academic session will commence from the 3rd October onwards.

Dr. Parth Shah, has been coordinating all the activities regarding the application and approval of CCOE and nominated as the Director of CCOE.

The Registrar added that as per the notification of the UGC-DEB, CHARUSAT has started communication with the SWAYAM. The technical team of SWAYAM has asked us to provide the list of courses to be offered for the BBA and BCA online programs. Hence, we have prepared a list of courses as per the format given by the SWAYAM team. The teachers are revising/updating the course contents required to upload to the SWAYAM portal as per the SWAYAM guidelines, hence the course contents shall be uploaded to the SWAYAM portal as follows:

- BBA & BCA Sem 1 : 30th September 2023
- BBA & BCA Sem 2 : 31st October 2023
- BBA & BCA Sem 3 : 30th November 2023

Also, as per the recommendation of Mr. Nayan Patel, Member of Board, team CHARUSAT will visit NMIMS, Mumbai, and Manipal University, Jaipur in the month of October 2023. The objective of the visit is to discuss the various aspects related to the online programs.

Registrar informed the Board that CHARUSAT has also signed the MoU with the INFLIBNET, Gandhinagar to use the iLMS service provided by them. This can help the CHARUSAT to use the iLMS for the online program if required.

Resolution 54.23.05:

The Board appreciated the initiative and noted the progress being done in commencement of Online programs.

Item 54.23.06: For Information and Approval; Minutes of 26th Academic Council Meeting

Proceedings 54.23.06:

The 26th Academic Council meeting was held on 12th May, 2023. The Registrar brought out the salient features and presented the minutes of the meeting (without annexures) for approval.

The Registrar presented salient features of the 26th Academic Council meeting as follow:

1. **Faculty of Technology and Engineering :** B. Tech Electronics and Communication Engineering offers minor specializations in Data Science from 2023-24, including Mathematics, Python, Applied Machine Learning, Deep Learning, and Exploratory Data Analysis courses.
2. **Faculty of Pharmacy:** Certificate course on Quality by Design Approach in Pharmaceutical Industry and Clinical Trial Operation.
3. **Faculty of Computer Science and Applications:** Revised syllabi for university elective courses, focusing on course content and materials for online BCA and B. Sc. IT programs.
4. **Faculty of Management Studies:**
 - i. Course curriculum for MBA and BBA program for Semester 3 & 4 applicable from AY 2023-24;
 - ii. Online Short Term Certificate course in Analytics from upGrad Campus for MBA second year students;
 - iii. Declined the proposal of Agenda Item No. B3, "Foundation Courses (Foundation course in Mathematics and Physics FS101D and Foundation course in Chemistry and Biology FS102D)" to be offered as audit courses for the Academic Year 2023-24, according to Resolution No. 26.23.06 which stipulate that Foundation Courses shall only be limited to the Faculty of Technology and Engineering and no longer open to other Faculties.
 - iv. Revision in syllabi for Finance Management (As a specialization specific course for Ph.D. candidates);
5. **Faculty of Humanities:**
 - i. Transfer the courses offered to the UG and PG programs by Humanities and social sciences under the Faculty of Management Studies to Faculty of Humanities from Academic year 2023-24;
 - ii. Transfer of the Ph.D. (English/ Communication) program previously offered under the Faculty of Management Studies to Faculty of Humanities from the Academic year 2023-24;
 - iii. Offering certificate courses in Foreign languages;
 - iv. Coaching of IELTS, TOEFL and GRE;
 - v. Certificate courses in English, Communication & Soft skills in Academic writing for ESL learners, Pronunciation essentials for effective communication, Mastering non-verbal communication, Creative writing, Essential skills for career success, Introduction to public speaking;

- vi. Offering certificate course in Liberal arts;
- vii. Offering Hobby classes in the areas of dance, drama, singing, painting, self-defense, reading;
- viii. Inclusion of Charusat Rural Education Development program (CREDP) under Faculty of Humanities.

6. Faculty of Science:

- i. Under the Department of Chemical Science
 - Revision of course structure (Semester III & IV), teaching and examination scheme (elaboration / course codes) and Introduction of new courses (Semester III & IV) from AY 2023-24;
- ii. Under the Department of Physical Science
 - Proposed new program to be offered as M. Sc. Physics with Research from Academic Year 2023-24;
- iii. Under the Department of Biological Science
 - NEP aligned revision in the curriculum structure, teaching and examination scheme as well as new syllabi of B. Sc. And M. Sc. in Biotechnology, Biochemistry and Microbiology implemented from AY 2023-24;
 - Course wise detailed syllabi for 3rd & 4th Semester B.Sc. and M. Sc. programs (Biotechnology / Microbiology/ Biochemistry) in line with OBE guidelines;
 - Development of industry-assisted courses for 4th Semester of M.Sc. (2 credit electives, in workshop mode);
- iv. Under the Department of Mathematical Science
 - Revised teaching & exam. scheme & syllabi for 1st & 2nd Sem. of M Sc. Mathematics from AY 2023-24;

7. Faculty of Humanities:

- Approved of the programs under the Faculty of Humanities.
 1. Certificate course in English, Communication and Soft Skills;
 2. Certificate Courses in Foreign Languages (French, German);
 3. Certificate Courses in Liberal Arts (Painting, Photography, Drama, Dance);
 4. Hobby Classes (Drama, Singing, Painting, Reading, Self Defense);
 5. Coaching of IELTS, TOEFL and GRE

8. University Research Cell:

- Recommendation to increase full-time Senior Research Fellowship (SRF) to Rs.25000/- annually after three years has been approved in principle by the Council. Detailed SRF proposal required to be submitted by the Dean Research as well approval of financial committee.

(II) The Council recommended / took following decisions:

- i. Approved minutes of 25th Academic Council Meeting held on 16th December, 2022.
- ii. Approved the action taken on the resolutions of last meeting.
- iii. Establishment of CHARUSAT Centre for Online Education (CCOE) as per CHARUSAT Act- Chapter-II (A.4) established under the Gujarat Private Universities Act 2009 (Act 8 of 2009),

- iv. Approval of two UG online programs under CHARUSAT Centre for Online Education (CCOE) from 2023-24 academic session as per BoM held on 25-03-2023.

Sr. No.	Online mode program	Program level	Duration
1.	Bachelor of Business Administration	UG	3 years
2.	Bachelor of Computer Applications	UG	3 years

- v. Foundation Courses in Engineering as audit course on platform of SARAS 3D “Genius 3D Home Standard Learning” from the academic year 2023-24.
- vi. Policy for Charusat Discipline and Surveillance Committee.
- vii. Approval of establishment of an examination centre and evaluation criteria for online programs (B.B.A. and B.C.A) be offered from July 2023;
- viii. Implementation of the National Credit Framework Policy without exception.
- ix. NIOS (National Institute of Open Schooling) student allowed to enrol in UG program at Charusat institutes for 2023-24 with necessary compliance.

Resolution 54.23.06:

The Body noted the information, approved the minutes and endorsed the activities and initiatives as approved in the minutes of the 26th Academic Council Meeting.

Items on Financial Management

Item 54.23.07: For Approval; Minutes of 54th, 55th and 56th Finance Committee Meetings

Proceeding 54.23.07:

The Registrar informed that the 54th, 55th and 56th meetings of the Finance Committee of CHARUSAT were held on 16th March, 2023, 9th May, 2023 & 18th July, 2023 respectively. The salient features of the Meetings are as follows:

Salient Features of 54th, 55th & 56th Finance Committee Meetings:

- Purchase of Equipments worth Rs. 306.66 Lakhs from 01/01/2023 to 30/06/2023
- Purchase of Furniture & Fixtures worth Rs. 57.26 Lakhs from 01/01/2023 to 30/06/2023 by Interior Planning and Purchase Committee for Furniture
- Approval of expense of Rs. 7.98 Lakhs for RFID based Attendance System/Foot Print/in-out at CSPIT, DEPSTAR & IIIM Class Room and Computer Labs
- Approval of expenses worth Rs. 30.80 Lakhs for Furniture and Other requirements for Guest House
- Approval of expense of Rs. 17.50 Lakhs for renewal of Internet bandwidth (BSNL)
- Approval of expenses of Rs. 28 Lakhs for Expenses for Benches purchase for development of Exam Hall at 2nd Floor CMPICA Building

- Approval of Fees and Merit Scholarship Scheme of UG/PG Programmes for Academic Year 2023-24
- Approval of Budget & Activities for International Students Admissions for Academic Year 2023-24 estimated worth Rs. 25 Lakhs
- Approval of expense of Rs. 35.52 Lakhs for New Color & Plumbing Work in Charusat Girls Hostel No. 3
- Approval of expense of Rs. 25 Lakhs for Air Conditioners (AC) in Charusat Girls Hostel No. 5
- Approval for Purchase Lab. Equipment worth Rs. 7.09 Lakhs under GSBTM Funded Project
- Approval of expense of Rs. 11.20 Lakhs for purchase Air Conditioners (AC) in CMPICA Building 2nd Floor for University Examination System
- Approval of expense of Rs. 6.62 Lakhs for Veeam Backup Software subscription renewal for 3 Years
- Endorsement of proposal of Saras-3D and MTIN Charusat Joint Content Development for Nursing School. The Actual Cost is Rs. 86.10 Lakhs. The Programme sponsored by Ranjit Shastri Charitable Trust
- Approval of financial assistance of Rs. 7.46 to organize International Conference (icSoftComp2023) in CMPICA
- Approval of purchase of lab equipments worth Rs. 58.10 Lakhs
- Approval of Renewal of AMC for Software Contract 2023-24 worth Rs. 14.75 Lakhs
- Approval of expenditure of Rs. 14 Lakhs for LT Panel in Charusat Electrical Substation
- Approval of Expense of Rs. 24 Lakhs for EPABX system of Charusat University

The Registrar presented the minutes of the meetings (without annexures) to the Board.

Resolution 54.23.07:

The Board noted and approved the 54th, 55th and 56th Finance Committee meeting minutes.

Items on HR Management

Item 54.23.08: For Information; Appointment/ Resignation/ Deputation of teaching and non-teaching staff

Proceeding 54.23.08:

Registrar gave information on new joiners and the resigned employees as well as a Summary Report of all the employees of CHARUSAT.

Resolution 54.23.08:

The Board noted and approved deputation, resignation and appointments as presented.

Item 54.23.09: Any other item with the permission of the Chairman

The President appealed and suggested following points to the Deans/Principals of all the constituents:

1. Deans/Principals should meet regularly to all the staff members of their faculty/institute to maintain a healthy professional environment.
2. Students should be dealt with utmost attention and their problems should be resolved empathetically.

There were no other items; hence the meeting ended with the Vote of Thanks to the Chairman.

Dr. Atul Patel
Registrar

Date: October 3, 2023