



SPU/NAAC/MOM/449/2020

Date: 26-10-2020

The first meeting of the Core Committee for the NAAC implementation was held at 2.00 PM on 20-10-200, in the University Conference Room. The meeting was chaired by Hon'ble Provost, Dr V K Srivastava and attended by following members:

Sr. No.	Member Name	Designation	Signature
1	Dr V K Srivastava, Hon'ble Provost	Chairman	
2	Shri Alok Kumar Singh. Registrar	Member	
3	Dr. D. J. Shah, Director -FET	University Convener	
4	Shri M. R. Patel, Controller of Examination	Member	
5	Dr Rekha Savnani, Deputy Registrar	Member	
6	Shri Sudhir G Sitapara, Accounts Officer	Member	Absent
7	Dr. Amit Patel, Deputy Registrar	Member Secretary	
8	Dr. Rajesh G Patel, Main Coordinator -Smt S B. Patel Institute of Business Management	Member	
9	Ms. Chaitali Patel- Main Coordinator -Shri C J. Patel College of Computer Studies	Member	
10	Dr. Hitesh Mehta- Main Coordinator -Smt. S.S. Patel Nootan Science & Commerce College	Member	
11	Mrs. Daxaben Patel- Main Coordinator -Nootan College of Nursing	Member	
12	Dr. Hiren Choudhary- Main Coordinator -Nootan Pharmacy College	Member	
13	Dr. Krupa Soni- Main Coordinator- Nootan College of Physiotherapy	Member	
14	Dr. Vilas Patel- Main Coordinator -NPDCH	Member	
15	Dr. Jyoti A. Landge- Main Coordinator- NMCRC	Member	
16	Dr. Kirit J. Modi- Main Coordinator -SPCE	Member	

17	Mr. B J. Patel- Main Coordinator- SSPC	Member	<i>T. Shah</i>
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Hon'ble Provost had welcomed all the members to the meeting and the agenda items were discussed, debated and resolved as under.

#### Agenda & their Resolution:

**Agenda 1** To allocate the NAAC institutional accreditation related work roles to the members

**Resolution** The main coordinators of the respective institutes would be accountable for preparation of the records for NAAC inspection in his/her institute and report it in core committee meetings. They would assign similar responsibility to their respective co-coordinators for each of the seven criterion and monitor the progress therein. Whenever needed, Dr D. J. Shah, the SPU convener, will seek the required information from the main coordinator through official e-mail of SPU and the main coordinator would provide the same. For all such communications, the official e-mail ids provided by the SPU, would only have to be used

**Agenda 2** To share the NAAC related documents with the respective members

**Resolution** Hon'ble Provost has informed the members that Dr D J Shah, SPU convener has already provided and shared the all necessary supplementary information in form of soft copies of NAAC manuals, guidelines, best practices, templates etc. on the Google drive of his official SPU's Gmail account. The same can be accessed through the individual member's SPU Gmail account id only, after taking due access permission from him. Further, Hon'ble Provost has advised all the main coordinators to take hard copies(print) of the NAAC manual and circulate the spiral-binder copies to all the concerned co-coordinators for each of the seven criteria (total of 7+1 copies) of the respective institutes.

**Agenda 3** Verification of the information before submitting to Core Committee during institutional accreditation process

**Resolution** Further he has advised all the main coordinator to ensure that whatever information they provide to the core committee, must be routed through the concerned HOI. Only after his/her suggestions are incorporated, such information should be sent.

**Agenda 4** Timely submission of the information before NAAC registration

**Resolution** Hon'ble Provost has emphasized need to be ready with all such data/information in next six months so as to apply for NAAC registration as soon as the university completes its five years in May 2021. He has also suggested members to attend the NAAC related meeting/seminars to keep them updated and sensitize the same to the concerned faculties/staff/co-coordinators. Further he advised all the members

to be proactive, have learning attitude and gain deep knowledge of all seven criteria so as to score maximally in 70% quantitative evaluation based on data that they are going to submit.

**Agenda 5** Need for documentations during the institutional accreditation process

**Resolution** Dr D J Shah has emphasized need for preparing and keeping proper documentation and records in form of supporting documents. He informed the members that the formulae and tabulations have already been provided in DVV part of NAAC and scores for the Key Indicators(KI) would be automatically generated. But without proper documentation, it would not serve our purpose of achieving higher grade of A or A+ or A++.

**Agenda 6** Allocation of the main coordinators for the "Awareness seminar" for the each of the seven criteria

**Resolution** Each of the main coordinators of the respective institute has been allotted one of the seven assessment Criteria for making presentation on "What each of the accreditation criterion mean and how they contribute in providing a feedback on different levels" and the schedule for the presentation has been made.

Sr.	Criteria	Resource person
1	Curricular Aspects	Dr. Kirit J. Modi
2	Teaching-Learning and Evaluation	Dr. Hiren Choudhary- Main Coordinator -Nootan Pharmacy College
3	Research, Innovations and Extension	Dr. Hitesh Mehta- Main Coordinator - Smt. S.S. Patel Nootan Science & Commerce College
4	Infrastructure and Learning Resources	Dr. Jyoti A. Landge- Main Coordinator- NMCRC
5	Student Support and Progression	Dr. Vilas Patel- Main Coordinator - NPDCH
6	Governance, Leadership and Management	Dr. Krupa Soni- Main Coordinator- Nootan College of Physiotherapy
7	Institutional Values and Best Practices	Dr. Rajesh G Patel, Main Coordinator -Smt S B. Patel Institute of Business Management

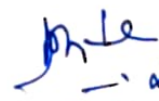
Dr. Dixit  
Chaudhary  
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In every Tuesday at 1.00 pm, the respective resource person (main coordinator) will conduct seminar for awareness of the each of the criteria mentioned herein.

Agenda 7    Need to take care of certain aspects during accreditation process

Resolution    Hon'ble Provost has reemphasized to scrutinize the files/records of last three years and cross check "what is missing out" instead of "what we have" at our disposal. He also advised to carry out the data-gathering and evaluation processes for seven criteria "simultaneous mode" instead of "sequential mode" to ensure speedier process. He further advised to share the knowledge so as to enrich everyone down the hierarchy. He also cautioned to handle the student community in tactful manner. He told the members to use this opportunity to upgrade their infrastructure, especially the laboratory equipment to comply with NAAC requirements.

The meeting ended with vote of thanks from registrar to all members for their contribution.

  
26.10.20  
Member Secretary

CC to

Hon. Provost and Chair

Dean –Faculty of Medicine

Dean- Faculty of Dental Sciences, Faculty of Physiotherapy, Faculty of Nursing

Dean -Faculty of Pharmacy

Dean- Faculty of Engineering and Technology, Faculty of Computer Science, Faculty of Management

Dean- Faculty of Commerce

Registrar(i/c)

All NAAC main coordinators of the respective institute