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SPU/IQAC/MoM/   Date: 03rd Sep 2022

Minutes of Meeting

The Meeting of Internal Quality Assurance Cell (IQAC), of Sankalchand Patel University was conducted on 03rd September 2022 at 1400 Hours in University Conference Hall, University Building with the IQAC Core Committee members. The meeting was chaired by Hon'ble Provost, SPU. The following Members were present during the meeting: -

i)	Dr. DJ Shah	Chairman, IQAC/Provost
ii)	Dr. PK Pandey	Registrar, SPU
iii)	Dr. Sachidanand Singh	Head, IQAC, Member Secretary
iv)	Mr. MR Patel	COE
v)	Dr. Thangadurrai	Associate Director, Research & Innovation
vi)	Dr. Rekha Savnani	Dy. Registrar, Academics
vii)	Dr. Himanshu Joshi	Member
viii)	Dr. Vilas Patel	Member
ix)	Dr. Santosh Shah	Member
x)	Dr. Ujash Shah	Member
xi)	Dr. RM Patel	Member
xii)	Dr. Jitendra Sharma	Member
xiii)	Dr. Chirag Patel	Member
xiv)	Dr. Subhash Khatri	Member
xv)	Dr. Shiva Subramanian	Member
xvi)	Dr. Jayshree Dutta	Member
xvii)	Dr. PJ Patel	Member

The Member Secretory IQAC, welcomed all the dignitaries and the members of IQAC to the Meeting. The following agenda points were placed for the discussion:

Agenda 1. : The Deficiency Reports Criteria Wise taken from the SPU NAAC Coordinators in consultation with HoIs.

Agenda 2. : The Formats for compilation of data

Agenda 3. : Research, Publication and Funding

Agenda 4. : Mentor & Mentee System and the Formats

Agenda 5. : BoS/Syllabus Revision/OBE

Agenda 6. Requirement of Office & Work Place for the IQAC

Agenda 7. Agenda points of MOMs of all the Criterions

Agenda 8. Feedback by Stake Holders

The above Agenda were taken up for discussion as follows:

Agenda 1: The Deficiency Reports Criteria Wise taken from the HoIs:

The member Secretory brought the Compiled Deficiency Report to the notice of the Members. This reports has been generated through the internal resources of the Constituent Institutes of SPU. The road map for the resolutions of the points raised in the reports need to be brought to minimum level. The NAAC Core Committee to formulate the strategic plan for the gray areas noticed in the deficiency report. Annexure 1. MoM of all the Criteria 1-7. (Ref. Files 1-7)

Agenda 2. : The Formats for compilation of data

The formats for the data collection and compilation are available at the NAAC Website and same will be shared to the NAAC Coordinators. The Format to be followed meticulously for the data collections and compilation thereof. The data collection is time consuming exercise and all the HOIs are requested to support their institute coordinator in collecting and compiling the data as per the format. The whole exercise is done by the Institutional Email and Google Drive, Data Compilation of all the Metrics is also compiled and documented at Drive Level to encourage the best practices as green initiatives.

Agenda 3. : Research, Publication and Funding

The Institutes are to encourage their faculties to work in this regards and coordinate with the Research & Innovation Cell in bringing up the strategies to strengthen the Research, Publication and the Funding Projects to the University. This will build up the Research culture in SPU which is very significantly important for NAAC and Accreditations. Chairman emphasized that during the current academic session, there should be an upward shift and University will help all the way in this activities.

Agenda 4. : Mentor & Mentee System and the Formats

Mentoring is a strategy to provide students with emotional and instrumental support needed to achieve learning goals. The Chairman envisioned the importance of the Mentors to support the students in their Learning Outcomes. This will help the Institutes and the students to enhance the Placements and the training system. The Proper Mentor & Mentee System to be formulated and this should be the continuous learning. Student Support System need to be strengthen with this system as well.

Agenda 5. : Board of Studies (BoS)/Syllabus Revision, Outcome Based Education

Provost Dr. DJ Shah discussed to imply about the Syllabus Revision up to min 20% and to be carried out in non-council courses and wherever applicable in Council Courses. Dr. Sachidanand Singh organized 05 days' Workshop on Outcome based Education incorporating Program Outcome, Course Objectives, and Course Outcomes and aligning the whole syllabus of each program of the University in one common format.

Agenda 6. Requirement of Office & Work Place for the IQAC

As such the SPU is deliberating towards the NAAC Accreditation Process and proper documentation recording, it is the requirement of the system that sufficient place for the dedicated IQAC Cell may be provided for the cell to function. The storage of files and the work station for the IQAC Coordinating Members and the Conference Hall for the frequent meetings for the NAAC Accreditation, Audits, and Assessments are required to be fulfilled. This was seconded by all the members in one voice and the chairman has promised for the positive outcomes for this.

Agenda 7. Agenda points of MOMs of all the Criterions

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Dr. Sachidanand Singh, Head IQAC updated all the members regarding the Main agenda points which have been discussed during the individual Criteria wise MoMs. The main point for the all the criterion is the Preparation of the Presentation. All the Criteria Heads are to update their Presentation Regularly. Course Revisions, Deficiency Reports, Student- Faculty Ratio, Duplication of Data and the authenticity, and the Queries.

Annexure 1. MoM of all the Criteria 1-7. (Ref. Files 1-7)

Agenda 8. : Feedback by the Stake Holders

Dr. Sachidanand Singh, Head IQAC updated all the members regarding the Feedback Status. All the constituent Colleges have collected their feedback for academic year 2021-22 which need to be analyzed and recommendations to be prepared for the inputs in upcoming BoS. IQAC will prepare a consolidated ATR for the representation in upcoming Academic Council. The Feedback includes inputs from students, faculty, alumni, and employer wherever applicable.

Agenda 9. Any other Agenda point with the permission of the Chair
- Dr. DJ Shah discussed about the Library Automation strategy.
- Dr. Thangadurrai discussed about the SSIP and Seed Money Projects encouragement.
- Dr. PK Pandey discussed about the central responsibility of HR files and Recruitments.

The Meeting was adjourned with the vote of thanks to the chair and the Members.

Dr. Sachidanand Singh
Member Secretary, IQAC

Copy to:
1. COE
2. Associate Director, Research
3. Dy. Registrar (Academics)
4. Members/HoIs

Copy for Info:
1. Provost, SPU
2. Registrar, SPU
3. Head-IQAC

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SPU/IQAC/MoM/   Date: 12 Sep 2022

Action Taken Report

For the IQAC Meeting held on 03rd September 2022

Sl No	Agenda Point	Resolution	Remarks if Any
1.	Agenda 1. The Deficiency Reports Criteria Wise taken from the HoIs.	The Chairman instructed the HoIs to work on minimizing the deficiencies and present the same to the IQAC for the further future plans in line with the NAAC Preparation.	All the NAAC Coordinators to work hard for the same.
2	Agenda 2. : The Formats for compilation of data	The formats are available on NAAC Website. The IQAC Head to make available the proper formats to the NAAC Coordinators.	Shared with all the Coordinators and Competent Authority
3	Agenda3.: Research, Publication and Funding	Research targets, suitable journal and research Project opening are shared in continuous manner.	
4	Agenda 4. : Mentor & Mentee System and the Formats	The Draft for the Mentor & Mentee Policy to be prepared and put up for approval at the earliest. The Inputs and the suggestions are to be taken from the Students and faculties also.	Dental may be kept as standard for the University
5	Agenda 5. : BoS/Syllabus Revision/OBE	Workshop Given by IQAC need to be implemented and presented in upcoming BoS.	
6	Agenda 6. Requirement of Office & Work Place for the IQAC	The Chairman intimated that the planning to set up an independent IQAC Cell along with all the Office and Conference Hall is already under consideration with Hon'ble President Sir. It will be materialized soon.	
7	Agenda 7. Agenda points of MOMs of all the Criterions	In all the criterions, the Preparation for the Presentation is the main agenda which is to be underlined for the adherence. Apart from this, the Data Collection, Compilation and Working on the Deficiency Report need to speed up. The IQAC Head may coordinate with HoIs in case of any support or point for consideration.	
8	Agenda 8. Feedback by Stake Holders	• Feedback by Stake Holders was taken, Analyzed by all the constituent colleges, the inputs has to be discussed in upcoming BoS. • ATR will be discussed and is planned to be kept in upcoming Academic Council.	
9.	Agenda 9. Any other Agenda point with the	a. Library coordinators Meeting to be organized for the updates.	

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permission of the Chair	b. HR Office to work on coordination and compilation of files. c. CRI to keep a tag on project proposal opening. To organize expert talks on Patent, SSIP and SEED Money.	

Dr. Sachidanand Singh
Member Secretary, IQAC