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SPU/IQAC/MoM/   Date: 07 Jan 2023

Minutes of Meeting

The Meeting of Internal Quality Assurance Cell (IQAC), of Sankalchand Patel University was conducted on 06th January 2023 at 1200 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 Resolutions of the Previous IQAC MoM held on 12 Sep 2022.
Agenda 2. : New NAAC Manual (Modified) and DVV, Bench Marks
Agenda 3. : AISHE and Exams
Agenda 4. : Employee Monthly Report
Agenda 5. : Green Initiatives
Agenda 6. : Library & learning Resources
Agenda 7. : Patents and Consultancy
Agenda 8. : Agenda points of MOMs of all the Criterions for the Q/E Dec 2022
Agenda 9. : Any other Agenda point with the permission of the Chair

The above Agenda were taken up for discussion as follows:

Agenda 1: The Resolutions of the Previous IQAC MoM held on 03rd Sep 2022:
The member Secretary read the resolutions of the previous MoM which was held on 03rd September 2022. The all the agenda points have been discussed with the competent authority at SPU through the

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designated channel and resolved the points. The New Infrastructure for IQAC Cell is being developed at the 1st Floor of the University Building.

Agenda 2. : New NAAC Manual (Modified) and DVV, Bench Marks

Dr. Sachidanand Singh, Head IQAC informed the Hon'ble members regarding the modified NAAC Manual. The DVV and the data to be compiled according to this latest format and guidelines. He has reiterated that the new formats and guidelines to be gone through by all the faculties as well for better coordination and compilation of the data source for the NAAC Preparedness. Chairman has instructed the HoIs to consult with Head, IQAC in case of any explanation or doubt thereof but the things to be prepared according to the latest manual only.

Agenda 3. : AISHE

With permission from the Competent Authority, Member Secretory, IQAC discussed to have a central discussion about AISHE data Compilation and coordination from all the constituent colleges as NAAC extracts the data from AISHE. AISHE final data submission for 2020-21 is 15 Feb 2023.

Agenda 4. : Employee Monthly Report

IQAC has developed a system for the single point of Data Collection as Employee Monthly Report (EMR) which was presented by Dr. Hemant about its features. It was highly appreciated by the team for easy compilation of central data and bench mark towards Green Initiatives. All HoIs also requested to have Institute wise workshop for explanation. EMR is being implemented from January 2023 onwards.

Agenda 5. : Green Initiatives

The Green Initiatives in the Campus aims to develop high standards of 'Green Campus' through utilization of green technologies and best practices with its own Institutional Distinctiveness character. Chairman emphasized that the focus should be to conduct research for development of sustainable practices and actions for clean and healthy surrounding by promoting and implementing collaborative partnerships with relevant stakeholders such as government organizations, industry, civil society organizations, NGOs and academic institutions to improve policy and understanding of Green Campus initiatives to enhance capacity of organization.

Chairman focused to work upon Green Initiative Audits for 03 Years and connect with some external agency for the same.

Agenda 6. Library & learning Resources

Dr. Sachidanand, Head IQAC put an proposal for encouraging the staff and students for using the ILMS in all the libraries of the SPU Campus. Also the importance of E-Journals, e-books, e-Shodhganga to be discussed with the stake holders of the institutes. The percentage of foot-fall of users to be maintained and encouraged among the students. The constituent colleges of SPU have built a well-stocked library and an active publication unit. Therefore we need to create awareness amongst the students and faculty on the importance of library in the accreditation process. Manuals for different higher education institutions are available in print and electronic format.

Agenda 7. Patents and Consultancy

Dr. Thangadurai, Associate Director, CRI informed the members that that scientific publication of the faculties and students should be in UGC approved Journals as per the NAAC Guidelines. Thus, emphasized in boosting the Patents and Consultancy activities for the external agency for which the expertise and the

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specific knowledge base of the faculty becomes the major input. The finances generated through these activities are fairly utilized by the institution. The faculty taking up the consultancy may be rewarded according to the merit they present in the activities. Organising the Sensitizing Workshops and Seminars on the Patents and Consultancy with the inside/outside competent people to be encouraged.

Agenda 8. Agenda points of MOMs of all the Criterions for the Q/E Dec 2022

Dr. Sachidanand Singh, Head-IQAC put the main agenda points of MoMs conducted Criteria wise during the quarter. The main focus to be given on the presentation with the relevant data. Also the Policies on the various academic as well administrative activities, Verifications of Research papers (Crit. III), Current status of Data/DVV, Placements & Internships, Waste Collection, Gender Equality, Sensitization of Students & Employees of the SPU through Sessions and seminars, Code of Conduct, and best Practices for the institutional Distinctiveness.

Agenda 9. Any other Agenda point with the permission of the Chair

There were no points in this agenda.

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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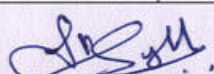SPU/IQAC/MoM/   Date: 13th January 2023

Action Taken Report

For the IQAC Meeting held on 06th January 2023

Sl No	Agenda Point	Resolution	Remarks if Any
1.	Agenda 1. : The Resolutions of the Previous IQAC MoM held on 03rd Sep 2022.	The Members are satisfied with the resolutions of the last MOM's Agenda Points.	
2	Agenda 2. : New NAAC Manual (Modified) and DVV, Bench Marks	The latest update, need to be followed and preparations to proceed accordingly. The variations in the DVV to be taken into consideration for the Data Collections in all the related Metrics.	Every Week meeting for DVV Update
3	Agenda 3. : AISHE	The Team to be constituted for the proper validation and verification of the Data. The team will be reporting to Head IQAC.	
4	Agenda 4. : Employee Monthly Report	Workshop to be organized for all the constituent colleges and data to be updated and verified by HR, IQAC and CRI.	
5	Agenda 5. : Green Initiatives,	Efforts should be made keeping in mind the Best Practices of the Institutional Values and Ethics. The facilities to be maintained in best state of operation.	
6	Agenda 6. : Library & learning Resources	The efforts to be made at Institute level to encourage the students to make use of Library for their Learning. The Library Staff to provide best of the Services to the students. New Books if required may be purchased through the procedure in practice. Suggestion and inputs may be asked and to be given due importance.	
7	Agenda 7. : Patents and Consultancy	To deliberate more and activities in this regards. The Faculties must be encouraged for the Best Funding Projects through the DST, DBT, MSME, and other agencies. The agenda points is very helpful if we conduct the sensitizing programs on the subject.	
8	Agenda 8. : Agenda points of MOMs of all the Criterions for the Q/E Dec 2022.	The resolutions made in the individual Criteria wise discussed. Still anything required on the particular agenda, the MoM are being maintained in IQAC that can be referred.	
9	Agenda 9. : Any other Agenda point with the permission of the Chair.	R World Ranking Green Initiatives (Sustainable Development) to be documented. GSIRF and NIRF Data Accumulation.	

Dr. Sachidanand Singh
Member Secretary, IQAC