



MINUTES OF THE MEETING (MoM)

The Meeting of the Internal Quality Assurance Cell (IQAC), of Sankalchand Patel University was conducted on 25th August 2023 at 1130 Hours in IQAC Conference Hall, University Building along with the SPU Criteria Coordinators. The following agenda points have been discussed during the meeting: -

Agenda Points:

1. AA Audit & NAAC Assessment and Findings.
2. QIM Data Compilation for University.
3. Physical file Verifications and Gap Findings by respective Criteria Heads of the University.
4. Allotment of File Numbers for each Metrics and Constituent College/Faculty Code
5. Metric-wise Checklist.
6. Any agenda with the permission of the chair.

Members Attendance:

The following members were present in the meeting:

S. No.	Name	Designation	Institute
1.	Dr. PM Udani	Provost (I/C)/Chairman IQAC	SPU
2.	Dr. Narayan Swamy R	Dean Academics	SPU
3.	Dr. Kirit Modi	Criterion – I Coordinator	SPCE
4.	Dr. Tulsidas Nakrani	Criterion – I Coordinator	SPCE (MCA)
5.	Dr. Hiren Chaudhary	Criterion – II Coordinator	NPC
6.	Dr. Darshna Pandya	Criterion – III Coordinator	BCA
7.	Dr. Hitesh Mehta	Criterion – III Coordinator	Sc. & Commerce
8.	Dr. Love Bhagora	Criterion – IV Coordinator	NMCRC
9.	Dr. Ankur Singh	Criterion – V Coordinator	NSDCH
10.	Dr. Krupa Soni	Criterion – VI Coordinator	NCP
11.	Ms. Chaitali M. Patel	Criterion -VII Coordinator	BCA
12.	Mr. Satyavir Sharma	Dy Head- IQAC	SPU
13.	Dr. Sachidanand Singh	Member Secretary	SPU

And following members were absent from the meeting: -

S. No.	Name	Designation	Institute
1.	---	---	---



Discussing the Agenda Points:

S. No.	Agenda Points	Proceedings	Action Taken by
	Opinion and Remarks by Hon'ble Chairman.	<ul style="list-style-type: none"> i. The chairman appreciated the hard work done by the whole team and their coordination which has resulted in an action plan for activities of Physical File Verifications. ii. NAAC assessment will be carried out during the Second Week of September 2023. iii. A review of Defined targets for each of the Constituent Colleges will be carried out during the 1st/2nd Week of September. iv. To prepare the checklist of Files required for different criteria. v. MoMs for the BoS should be available for each Meeting i.e., a total of 08, and accordingly, supporting data need to be prepared at the Constituent College. vi. 08 IQAC MoMs should also be available to verify the agenda points viz academics, VAC, BoS, Infrastructure, and research-related components. 	IQAC and Constituent College
1.	AA Audit & NAAC Assessment Findings	<p>Chairman, IQAC discussed the AAA and NAAC Assessment with the following inputs:</p> <ul style="list-style-type: none"> i. Capacity Building was done for the teaching faculties during this exercise. ii. Asked the respective criteria heads of the Constituent Colleges/faculties to arrange the Experts in consultation with their respective Hols and learn from their inputs and suggestions. The University is there to support and the path has been shown as to how to proceed further in the preparation for the NAAC. iii. It was the First physical File Verification during the AAA Exercise and further insisted on arranging them properly. 	To all the University Criteria Heads and to pass the same to all criteria coordinators.



		<div>iv. The chairman suggested approaching Dr. Parul of Nirma University for her expert advice and suggestions for SPCE.</div> <div>v. To feel motivated and continue sustaining the present approach momentum should be maintained and things to be improved for the attainment of the targets.</div>	SPCE IQAC to interact with Dr. Parul.												
2.	QIM Data Compilation for University	<div>i. The chairman insisted on initializing the QIM data preparation and the supporting data/documents as applicable as per the NAAC Manual. This will enable us to prepare the QIM properly.</div> <div>ii. The criteria Coordinators and members of the IQAC to analyze the data of their respective constituent colleges/faculty to start the process of preparation and validation for the DVV as per the NAAC Manual and SOP as applicable.</div>	To all the University Criteria Heads and to pass the same to all criteria coordinators.												
3.	Physical Files Review and Gap Finding by respective Criteria Heads of the University	<div>Dean Academics and Head IQAC insisted on the following inputs:</div> <div>i. Head IQAC again referred the New Manual, SOP, and Benchmarks to all University Criteria Heads.</div> <div>ii. The files of all the criteria should be properly maintained with the proper documentation and relevant things.</div> <div>iii. All the Criteria files of all the institutes are to be checked by the SPU NAAC Coordinators. This should be scheduled from August 28, 2023, as per the following schedule:</div> <table><thead><tr><th>Date</th><th>Criteria</th><th>Venue</th></tr></thead><tbody><tr><td>28/29 Aug</td><td>Criteria 1, 2 & 3</td><td>SPCE, NPC & CRI respectively</td></tr><tr><td>31st Aug & 1 Sep</td><td>Criteria 4, 5 & 6</td><td>NMCRC, NPDCH, & IQAC respectively</td></tr><tr><td colspan="3">For Criteria 7, it will be intimated.</td></tr></tbody></table>	Date	Criteria	Venue	28/29 Aug	Criteria 1, 2 & 3	SPCE, NPC & CRI respectively	31 st Aug & 1 Sep	Criteria 4, 5 & 6	NMCRC, NPDCH, & IQAC respectively	For Criteria 7, it will be intimated.			To all the University Criteria Heads and to pass the same to all criteria coordinators.
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		iv. The reports of inputs should be prepared and submitted to IQAC.	
4.	Allotment of File Numbers and Constituent College/Faculty Code	Head IQAC informed the members that it has been decided that the Files of the Constituent college/faculties of SPU will be allotted with the Unique Code and File Numbers corresponding to that for easy identification of the File Records as per ISO Documentation Standards. This will be intimated once it is finalized, however, the example has been shown to the members for easy reference in advance.	IQAC (To be discussed in next Hols Meeting)
5.	Metric-wise Checklist	To have the proper data Compilation by Constituent College and various Sections of the SPU, an exhaustive Checklist is being prepared for each criterion so that similarity and uniformity can be maintained. This will be informed once it is prepared.	IQAC (To be discussed in the next meeting of NAAC Criteria Heads)
6.	Any agenda with the permission of the chair	<p>Apart from the agenda(s) discussed above, the following points were also taken into consideration: -</p> <ul style="list-style-type: none"> i. Head IQAC insisted on filling up and collecting the data for 2023-24. ii. The data of the faculties who have visited abroad at the expense of the university in connection with the academic events are to be collected. iii. The Criteria 1 files are to be analyzed keeping in mind the Curriculum aspects should be focused on Teaching Schemes and syllabi. The BoS Files are to be prepared in one format by all the constituent Colleges and the documentation should be proper. iv. The Criteria Heads put serious concerns regarding the change of Criteria Coordinators in the event of the main personnel resigning or being relieved due to reasons beyond their control. v. Hols to be advised not to detail the new or fresher staff as the criteria Coordinators for their institutes in such situations. The experienced 	To all the University Criteria Heads and to pass the same to all criteria coordinators.



		<p>faculties to be given the responsibility of the data collection else they will be held responsible for the data loss during the transition period. As far as possible the person who has been given the responsibility of NAAC Coordinator should not be changed.</p> <p>vi. Dean Academics insisted that the criteria coordinators are asked to meet personally or through other modes every week between 1530 to 1600 Hours as per the days fixed according to the criteria to report the activities about their respective criteria. This will minimize the communication gaps in the ongoing process of preparedness. Monday, Wednesday, and Friday have been fixed for Criteria 1 to 3, 4 to 5, and 6 to 7 respectively.</p>	
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With this, there were no points to discuss and the meeting adjourned with strong messages from the management and competent authorities to keep the momentum going towards the NAAC Preparedness. Now, we are in the sustaining phase and to ensure the compilations by keeping the quarterly Assessment targets in mind.



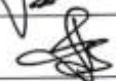
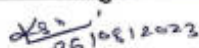
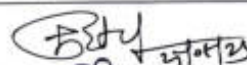
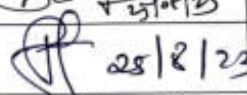

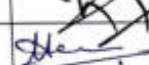


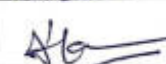
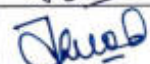

Dy Head- IQAC

Dr. Sachidanand Singh
Member Secretary, IQAC

Date 25/08/2023

Attendance Sheet

Meeting on: MAAC Criteria Head Coordinator Meeting

Sr. No.	Faculty Name	Designation	Name of Institute	Signature
1	Dr PM Udani	Provost	SPU	
2	Dr Sachidanand	Dr Head. IATE	SPU	
3	Satyam Shahua	Dr Head. IATE	SPU	
4	Dr. Krupa Soni	Associate professor	NCP	 25/08/2023
5	Dr. Tufordas Nakani	Associate Professor	SPCE-MCA	 25/08/23
6	Dr. Darshana Pandey	Associate professor	BCA college	 25/8/23
7	Dr. Low Bhagora	Associate prof. FMT	NMCR	
8	Dr. Hitesh Melita	Associate Prof NSCC	NSCC	
9	Dr. Narayana Swarnu	Dean academics	Academic section	
10	Ms. Chaitani M. Patel	Asst. Professor	SCJPLS(BCA)	
11	Dr. Ankur Singh	Professor	ADDCM	
12	Dr. Kirit Modi	Professor, Dean. Acad.	SPCE	
13	Dr. Hiren R. Chembhary	Asso. Prof & Head.	Nootan pharmacy	
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