

# Internal Quality Assurance Cell (IQAC)

## Minutes of the Meeting

**Date:** 11 July, 2022

**Time:** 03:00 PM

**Venue:** Principal Chamber

### Attendees:

Dr. Himmat Bhalodiya – Chairman

Dr. Bhavesh Lakhani – Coordinator

Prof. Bahadursinh Vaghela – Member

Dr. Anand Acharya – Member

Dr. Vishnu Purohit – Member

Dr. Gargi Shah – Member

Prof. Bhavin Badiyani – Member

Dr. Bhavin Parmar – Member

Dr. Vinod Movaliya – Member

### Agenda:

1. Review of previous meeting minutes and action points.
2. Discussion on ongoing quality assurance activities.
3. Planning for ongoing admission process.
4. Progress report on the preparation of the academic calendar.

### Minutes:

#### **1. Review of Previous Minutes:**

Previous meeting minutes were reviewed and approved unanimously.

#### **2. Ongoing Quality Assurance Activities:**

##### **First-Year Admission:**

- Discussed the current status of first-year admissions, including application numbers, demographic trends, and any challenges encountered during the process.

- Noted that the centralized online admission system has been functioning smoothly, with regular monitoring of application data to ensure accuracy and integrity.
- Identified the need for enhanced outreach efforts to attract a diverse pool of applicants and ensure equitable access to educational opportunities.

**Progress Report on Academic Calendar Preparation:**

- Reviewed the progress made in preparing the academic calendar for the upcoming academic year.
- Noted that key dates for registration, orientation, commencement of classes, examination periods, and holidays have been finalized in consultation with academic departments and administrative units.
- Discussed the importance of aligning the academic calendar with regulatory requirements, accreditation timelines, and institutional priorities.

**Student Feedback Mechanisms:**

- Discussed the implementation of student feedback mechanisms, including surveys, focus groups, and suggestion boxes.
- Reviewed feedback trends and identified areas of strength and areas needing improvement based on student input.

**3. Planning for Upcoming Initiatives:**

**Saptdhara Activity:**

- Planned upcoming cultural events and activities under the Saptdhara initiative to foster creativity and community engagement.
- Assigned tasks for event coordination, publicity, and logistics management to ensure successful implementation.

**Start of Certificate Courses and Skill Development Programs:**

- Identified potential certificate courses and skill development programs based on industry demand and student interest.
- Discussed course content, faculty expertise, and logistical requirements for launching these initiatives.

**Action Taken:**

**First Year Admission:**

- Implemented targeted outreach campaigns to attract a diverse pool of applicants.
- Enhanced support services for applicants, including online assistance and information sessions.
- Monitored application processing to ensure timely and fair evaluation.

**Preparation of Academic Calendar:**

- Finalized key dates for registration, orientation, classes, and examinations for the upcoming academic year.
- Communicated the academic calendar to all stakeholders and posted it on the institution's website.
- Established mechanisms for periodic review and adjustment of the calendar as needed.

**Student Feedback:**

- Enhanced student feedback mechanisms, including the introduction of online survey platforms and real-time feedback channels.
- Analyzed feedback data to identify trends and areas for improvement in academic and support services.
- Implemented initiatives based on student suggestions, such as improvements to facilities and academic support programs.

**Next Meeting:** September, 2022



**Dr. Bhavesh Lakhani**  
**IQAC Coordinator**



**Dr. Himmat Bhalodiya**  
**Chairperson, IQAC**

# Internal Quality Assurance Cell (IQAC)

## Minutes of the Meeting

**Date:** 15 September, 2022

**Time:** 03:00 PM

**Venue:** Principal's Chamber

### **Attendees:**

Dr. Himmat Bhalodiya – Chairman

Dr. Bhavesh Lakhani – Coordinator

Prof. Bahadursinh Vaghela – Member

Dr. Anand Acharya – Member

Dr. Vishnu Purohit – Member

Dr. Gargi Shah – Member

Prof. Bhavin Badiyani – Member

Dr. Bhavin Parmar – Member

Dr. Vinod Movaliya – Member

### **Agenda:**

1. Review of previous meeting minutes and action points.
2. Discussion on ongoing quality assurance activities.
3. Progress report on the preparation of the academic calendar.
4. Discussion on Start of Certificate Courses and Skill Development Programs
5. Planning for Saptdhara initiatives.

### **Minutes:**

#### **1. Review of Previous Minutes:**

Previous meeting minutes were reviewed and approved unanimously.

#### **2. Ongoing Quality Assurance Activities:**

**Saptdhara Activity:**

- Discussed ongoing Saptdhara activities aimed at promoting cultural and artistic engagement among students.
- Reviewed participation levels and feedback from participants, noting the positive impact on campus culture and student morale.

**Start of Certificate Courses and Skill Development Programs:**

- Noted the commencement of new certificate courses and skill development programs aimed at enhancing students' employability and professional skills.
- Discussed enrollment numbers, course content, and faculty support for these initiatives.

**Action Items and Progress Updates:**

- Reviewed action items from previous meetings and noted progress updates from responsible individuals.
- Identified new action items arising from the discussion and assigned responsibilities and deadlines accordingly.

**3. Planning for Upcoming Initiatives:**

**Internal Academic & Administrative Audit:**

- Discussed the schedule and scope of the next internal audit, including areas to be covered and timelines for completion.
- Assigned responsibilities for coordinating audit activities, compiling documentation, and reporting findings to relevant stakeholders.

**Assessment and Examination Practices:**

- Reviewed upcoming assessment and examination schedules and discussed measures to ensure adherence to quality standards and academic integrity.
- Identified the need for faculty training on assessment best practices and the use of technology for secure examination administration.

**Infrastructure and Learning Resources:**

- Discussed priority infrastructure projects and resource acquisitions to support teaching, learning, and research activities.
- Agreed to conduct a needs assessment survey among faculty and students to inform decision-making on resource allocation.

**Action Items and Responsibilities:**

- Agreed upon action items were assigned to relevant individuals, along with deadlines for completion.

- Emphasized the importance of regular progress updates and coordination among team members.

**Action Taken:**

**Saptdhara Activity:**

- Organized cultural events and activities under the Saptdhara initiative to promote artistic expression and community engagement.
- Increased participation and visibility through effective marketing and outreach strategies.
- Solicited feedback from participants to inform future planning and improve event experiences.

**Start of Certificate Courses and Skill Development Programs:**

- Launched certificate courses and skill development programs in collaboration with academic experts.
- Designed course curricula aligned with industry requirements and student interests.
- Recruited qualified instructors and established facilities and resources for program delivery.

**Next Meeting:** January, 2023



**Dr. Bhavesh Lakhani**  
**IQAC Coordinator**



**Dr. Himmat Bhalodiya**  
**Chairperson, IQAC**

# Internal Quality Assurance Cell (IQAC)

## Minutes of the Meeting

**Date:** 10 January, 2023

**Time:** 03:00 PM

**Venue:** Principal's Chamber

### **Attendees:**

Dr. Himmat Bhalodiya – Chairman

Dr. Bhavesh Lakhani – Coordinator

Prof. Bahadursinh Vaghela – Member

Dr. Anand Acharya – Member

Dr. Vishnu Purohit – Member

Dr. Gargi Shah – Member

Prof. Bhavin Badiyani – Member

Dr. Bhavin Parmar – Member

Dr. Vinod Movaliya – Member

### **Agenda:**

1. Review of previous meeting minutes and action points.
2. Discussion on ongoing quality assurance activities.
3. Discussion on the formation of Internal Academic & Administrative Audit Committee.
4. Discussion on upcoming Assessment and Examination Practices.
5. Planning for upcoming quality enhancement initiatives.

### **Minutes:**

#### **1. Review of Previous Minutes:**

Previous meeting minutes were reviewed and approved unanimously.

#### **2. Ongoing Quality Assurance Activities:**

##### **Internal Academic & Administrative Audit:**

- Reviewed the findings of the latest internal audit report and discussed areas of improvement identified.

- Noted that corrective actions have been initiated to address identified deficiencies, including process enhancements and staff training.

#### **Assessment and Examination Practices:**

- Reviewed current assessment and examination practices, including question paper setting, moderation, and result processing.
- Noted the importance of ensuring fairness, transparency, and integrity throughout the assessment process.

#### **Infrastructure and Learning Resources:**

- Reviewed the status of infrastructure projects and investments in learning resources.
- Identified priority areas for infrastructure upgrades and resource procurement based on academic needs and feedback from stakeholders.

#### **Action Items and Progress Updates:**

- Reviewed action items from previous meetings and noted progress updates from responsible individuals.
- Identified new action items arising from the discussion and assigned responsibilities and deadlines accordingly.

### **3. Planning for Upcoming Initiatives:**

#### **Implementation of National Education Policy (NEP)**

##### **Action Taken:**

##### **Internal Academic & Administrative Audit:**

- Conducted a comprehensive audit of academic and administrative processes, including documentation and workflow analysis.
- Identified areas for improvement and implemented corrective measures to address deficiencies.
- Established protocols for regular internal audits and reporting mechanisms to ensure ongoing compliance with quality standards.

##### **Assessment and Examination Practices:**

- Conducted faculty development workshops on assessment best practices and the use of technology in examinations.
- Reviewed and revised assessment policies and procedures to ensure fairness, transparency, and academic integrity.
- Implemented measures to enhance exam security, such as the use of online proctoring tools and randomized question banks.



**Infrastructure and Learning Resources:**

- Prioritized infrastructure projects based on the results of needs assessment surveys and feedback from faculty and students.
- Secured funding and initiated construction or renovation projects to improve facilities, laboratories, and libraries.
- Procured additional learning resources, including books, journals, and software licenses, to support academic programs.

**Next Meeting:** April, 2023



**Dr. Bhavesh Lakhani**  
**IQAC Coordinator**



**Dr. Himmat Bhalodiya**  
**Chairperson, IQAC**

# **IQAC Meeting on Student & Teacher Feedback Analysis**

**Date:** 23rd March 2023

**Time:** 02:00 PM

**Venue:** IQAC Conference Room

## **Members Present:**

Dr. Himmat Bhalodiya – Chairperson

Dr. Bhavesh Lakhani – Coordinator, IQAC

Prof. bahadursinh Vaghela – Member, IQAC

Dr. Anand Acharya – Member, IQAC

Dr. Gargi Shah – Member, IQAC

Prof. Bhavin Badiyani – Member, IQAC

Dr. Bhavin Parmar– Member, IQAC

Dr. Vinod Movaliya – Member, IQAC

Mr. Ashwin Patel – Administrative Officer

Mr. Jay Savjani – Student Representative

## **Agenda:**

- Analysis of Student Feedback on Teaching-Learning Process
- Analysis of Faculty Feedback on Institutional Support
- Identification of Improvement Areas
- Proposed Action Plan

## **Discussion:**

### **1. Student Feedback**

- Feedback collected from all departments for both semesters 2022-23.
- Areas covered: teaching quality, syllabus coverage, use of ICT tools, mentoring, and overall satisfaction.
- Majority responses were positive (above 85% satisfaction), but concerns were noted regarding:
  - Limited use of interactive teaching methods
  - Lack of timely doubt resolution

- Need for more career guidance sessions

## 2. Teacher Feedback

- Collected on support systems, library facilities, ICT tools, administrative cooperation, and training opportunities.
- Teachers appreciated library upgrades and smart classrooms.
- Suggestions included:
  - More faculty development programs (FDPs)
  - Better support in research and publication

## 3. IQAC Recommendations

- Organize workshops on modern pedagogy and student engagement techniques
- Conduct orientation for faculty on mentorship best practices
- Propose collaborations for FDPs with external academic bodies
- Set up grievance redressal forum for teachers

## Resolutions Passed:

- Feedback to be analyzed department-wise and shared with respective HoDs.



**Dr. Bhavesh Lakhani**  
**IQAC Coordinator**



**Dr. Himmat Bhalodiya**  
**Chairperson, IQAC**

## Action Taken Report (ATR) – IQAC

Based on Feedback Analysis: March 2023

S. No.	Feedback Area	Observation / Recommendation	Responsible Person/Dept	Action Taken	Status	Remarks
1	Curriculum Relevance & Syllabus Effectiveness	Faculty, alumni, and employers suggested updating the syllabus to match industry trends and include contemporary topics.	IQAC, BOS, HODs	Faculty encouraged to participate in university-level BOS (Board of Studies) meetings and curriculum review workshops.	Ongoing	To be discussed with BOS & University
2	Practical Exposure & Industry Linkages	Stakeholders recommended more practical training, internships, industrial visits and real-life examples.	HODs, IQAC	Tie-ups with companies for internships, scheduling more industrial visits, guest lectures and bridge courses planned.	Ongoing	Industry tie-ups being renewed; bridge courses developed.
3	Library Resources & Infrastructure	Faculty and students pointed out need for more books, references, improved library facility and other campus amenities like drinking water.	Library Committee, Admin	Departments submitted book demand sheets; procurement in process; RO water facility checked and improved.	Ongoing	Vacant Librarian post flagged for recruitment.

4	Skill Development & Soft Skills	Employers, alumni and students emphasized better soft skills, communication and finishing school activities.	Finishing School, Faculty, Placement Cell	Regular workshops for communication, group discussions, interviews and life skills arranged.	Ongoing	Soft skills modules being conducted semester-wise.
5	Teaching Methods & Innovation	Students and faculty recommended more innovative teaching aids, updated methods, ICT tools and practical examples.	IQAC, Faculty	Teachers encouraged to use OHP, PPTs, Microsoft Teams, video lectures; training sessions organized.	Ongoing	Use of ICT tools increased; new equipment planned.
6	Administrative Behaviour & Facilities	Students highlighted admin and security staff responsiveness, punctuality and hygiene of toilets, classrooms.	Admin, Housekeeping	Sensitization sessions for staff, monitoring cleanliness; more inspections scheduled.	Completed	Cleanliness maintained; staff behaviour monitored.
7	Extra/Co-Curricular Activities	Students requested more cultural events, tours, sports activities and skill-based short courses.	Cultural Committee, Sports, NCC/NSS, HODs	New activities and workshops planned; co-curricular calendar expanded.	Ongoing	Planning & budgeting underway; new events lined up.



**Dr. Bhavesh Lakhani**  
**IQAC Coordinator**



**Dr. Himmat Bhalodiya**  
**Chairperson, IQAC**