

SPU/IQAC/MoM/06

Date: 24th June, 2024**Minutes of the 6th Meeting of IQAC**

The 6th Meeting of the Internal Quality Assurance Cell (IQAC), of Sankalchand Patel University was conducted on 24th June, 2024 at 11:30AM Hours in IQAC Conference Hall of University Building with IQAC core committee members. The meeting was chaired by Hon'ble provost, SPU. The following members were present during the meeting:

Following Members Were Present in the Meeting

Sr. No.	Name	Designation
01	Dr. P. M. Udani	Provost, SPU
02	Dr. Parimal Trivedi	Registrar, SPU
03	Dr. H. N. Shah	Director, IQAC
04	Dr. M. R Patel	COE, SPU
05	Dr. Vilas Patel	Dean- Dental
06	Dr. Jitendra Sharma	Dean, FMS
07	Dr. Rekha Savnani	Dy. Registrar- Academics
08	Mr. Chandresh V. Patel	Dy. Head-IQAC
09	Dr. Vishal Chaudhary	IQAC Co Coordinator

The meeting commenced with a welcome address by the member secretary IQAC. He welcomed all the dignitaries and the members of IQAC to the meeting. The following agendas were placed for the discussion:

1. Review of previous meeting's action items and progress.
2. Institutional Information for Quality Assessment (IIQA) submission.
3. Planning for academic and administrative audits.
4. Implementation of Student Satisfaction Survey (SSS).
5. Any other matters.

Agenda 1: Review of action items from the previous meeting

Discussion: The minutes of the previous IQAC meeting were reviewed, and the action items were discussed.

Agenda 2: Institutional Information for Quality Assessment (IIQA) submission

Discussion: IQAC director briefed the committee about the submission of the IIQA with in 2 or 3 days. He informed that all the necessary documentation, data templates, and supporting materials were going to submitted on time, meeting the requirements set by the NAAC portal. He also clarified that any follow-up actions or clarifications that might be needed post-IIQA submission, ensuring all documentation is available for the next step in the accreditation process.

Agenda 3: Planning for academic and administrative audits.

Discussion: The members discussed the annual audit framework for the constituent institute for year 2023-24, which includes a focus on faculty performance, infrastructure adequacy, administrative efficiency, and the appointment of an external audit team consisting of external experts and senior faculty, will be appointed by the IQAC for the institute.

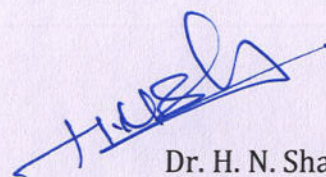
Agenda 4: Implementation of Student Satisfaction Survey (SSS)

Discussion: Director IQAC emphasized the importance of the Student Satisfaction Survey (SSS) as a critical component of the NAAC assessment process. It was decided that the existing NAAC-approved SSS questionnaire would be used. However, additional questions tailored to SPU's specific needs could be added. The questionnaire will be circulated to all students through online platforms to ensure accessibility. To ensure a high response rate, it was proposed to involve faculty mentors to encourage participation.

Agenda 4: Any other matters.

Discussion: No points were discussed

The meeting concluded with a vote of thanks by Chairperson, who thanked all the members for their active participation and valuable suggestions.



Dr. H. N. Shah
Director -IQAC

INTERNAL QUALITY ASSURANCE CELL



Signature sheet of 6th Meeting of IQAC

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