

SPU/IQAC/MoM/08

Date: 04th July, 2025

Minutes of the 8th Meeting of IQAC

The 8th Meeting of the Internal Quality Assurance Cell (IQAC) of Sankalchand Patel University was conducted on July 4, 2025, at 2:00 PM in the IQAC Conference Hall of the New Medical Research Centre Building with the IQAC Coordinators. The Hon'ble Director IQAC, SPU, chaired the meeting.

The Following Members Were Present at the Meeting

SR. No.	Name	Designation	Institute
1	Dr. Chetan Choudhary	Director-IQAC	SPU
2	Dr. Vishal Chaudhary	Deputy Head-IQAC	SPU
3	Dr. K.L. Khatri	Assistant Manager- IQAC	SPU
4	Simla Chaudhary	Admin Executive	SPU
4	Mrs. Muniamma Devi K	Professor	Nursing
5	Mr. Jigneshkumar A. Patel	Senior Lecturer	Polytechnique
6	Dr. Jayant Patharkar	Associate Professor	Medical
7	Dr. Pradeep Kumar Mishra	Associate Professor	BBA
8	Dr. Darshana Pandya	Associate Professor	BCA
9	Dr. Hitesh Mehta	Associate Professor	Science & Commerce
10	Dr. Tulsidas Nakrani,	Associate Professor	Engineering
11	Dr. Saurabh K Shukla	Assistant Professor	Pharmacy
12	Dr. Vijay Pandita	Professor	Physiotherapy
13	Dr. Pulkit Kalyan	Professor	Dental

The following members were absent with Prior Permission.

Sl. No.	Name	Designation	Institute
1	Dr. Sonu Mehta	Assistant Professor	Design & Communication
2	Dr. Nikhil shah	Professor & HoD	Homeopathic
3	Dr. Dhanaraj Nagar,	Professor	Ayurvedic

The Meeting commenced with a Welcome address by the member Director IQAC. He welcomed all the Coordinators of the IQAC to the meeting.

The following agendas were placed for Discussion.

1. Discussion on the review of neck PTV visit as per suggestion, recommendation strength, and Wellness.
2. To frame the academic calendar of IQAC in consideration of all Institutions
3. Planning of FDP, international conference seminars, workshops, guest lectures, and other events.
4. Coordination of events and other Activities of the institution and its members, as well as other institutional memberships.
5. Focus on industry and Alumni connections.
6. Preparation for the approval process of 12 B, UGC.
7. Data compliance of ranking and accreditation agencies. GSIRF data to be submitted
8. Preparation of institutional development plan for 3 years as per UGC guidelines
9. Proposal for NABH and NABL to be submitted
10. Discussion of ERP model and regular website updates.

Agenda 1: Discussion on the review of the NAAC PTV visit, and Implementation of the Suggestions, recommendations, strengths, and Weaknesses Defined by the NAAC assessors.

Discussion: The committee initiated the meeting with a comprehensive review of the NAAC Peer Team Visit (PTV). The assessors' remarks, suggestions, strengths, and highlighted areas for improvement were thoroughly discussed. Members agreed to prepare a structured implementation plan to address the recommendations systematically. Action points will include assigning responsibilities to institutional heads and monitoring progress through periodic reviews.

Agenda 2: To frame the Academic Calendar of IQAC in consideration of all Institutions

Discussion: It was proposed that an integrated academic calendar for IQAC activities be created, considering inputs from all constituent institutions. This calendar will include timelines for quality initiatives, review meetings, event planning, audits, and compliance-related deadlines. The IQAC coordinators of each institution will submit their institutional events for compilation into a consolidated calendar.

Agenda 3: Planning of FDP, International conference, Seminars, Workshops, Guest Lectures, and other events. SOP has to be framed for the same.

Discussion: The need to proactively plan Faculty Development Programs (FDPs), international and national conferences, seminars, workshops, webinars, and guest lectures was emphasized. The committee resolved to frame a Standard Operating Procedure (SOP) for organizing these events, which would include steps for proposal submission, budget approval, speaker invitation,

documentation, and feedback mechanisms.

Agenda 4: Coordination of events and other Activities with institutional memberships and the acquisition of new institutional memberships.

Discussion: Members reviewed existing academic and professional memberships held by the university and its departments. The importance of strengthening engagement with these bodies was acknowledged. The committee recommended identifying potential new memberships with reputed national/international organizations to enhance institutional credibility and academic exposure.

Agenda 5: Focus on Industry Connect and Alumni Participation.

Discussion: It was highlighted that active collaboration with industry partners and alumni is crucial for curriculum enrichment, placements, internships, and guest sessions. IQAC will develop a framework to systematically involve alumni in institutional development and initiate industry outreach activities through MoUs and partnership models.

Agenda 6: Preparation for the approval process of 12(B), UGC.

Discussion: The procedural requirements for obtaining recognition under Section 12(B) of the UGC Act were discussed. The Registrar's office, in coordination with IQAC, will compile the necessary documentation. A checklist will be prepared, and responsibilities will be distributed among key stakeholders to expedite the process.

Agenda 7: Data compilation of Ranking and Accreditation agencies. GSIRF data to be submitted

Discussion: It was decided to initiate immediate data collection for ranking frameworks such as GSIRF, NIRF, and others. A dedicated data collection team will be formed to standardize templates, verify institutional data, and ensure timely submission. The importance of accuracy, verification, and consistency across reports was emphasized.

Agenda 8: Preparation of an Institutional Development Plan for 3 years as per UGC guidelines.

Discussion: A detailed discussion was held on preparing a 3-year Institutional Development Plan (IDP) in alignment with UGC guidelines. The plan will cover goals related to teaching-learning enhancement, research output, infrastructure expansion, capacity building, and community outreach. Each department will be asked to contribute input based on their strategic vision.

Agenda 9: Proposal for NABH and NABL to be prepared for submission.

Discussion: Proposals for applying to NABH (for accreditation of healthcare services) and NABL (for laboratory quality assurance) were discussed. A working group will be constituted to understand the requirements and begin drafting proposals. Collaboration with healthcare and laboratory departments is to be established for data support and groundwork.

Agenda 10: Discussion of the ERP model and regular website updates.

Discussion: Lastly, the committee discussed the need to explore ERP (Enterprise Resource Planning) models for better integration of administrative and academic data management. Members stressed the importance of timely updates on the university's official website, including IQAC activities, event reports, MoUs, accreditations, and student achievements. A digital team may be formed for real-time content management.



**Dr. Chetan
Choudhary
IQAC Director**

**SPU/IQAC/MoM/08
2025**

Dt: 30th June

AGENDA

Attendees: All IQAC Coordinators (Institutions)

Sr No.	Particulars
1.	Discussion on the review of the NAAC PTV visit, and Implementation of the Suggestions, recommendations, strengths, and Weaknesses Defined by the NAAC assessors.
2.	To frame the Academic Calendar of IQAC in consideration of all Institutions
3.	Planning of FDP, International conference, Seminars, Workshops, Guest Lectures, and other events. SOP has to be framed for the same.
4.	Coordination of events and other Activities with the institutional memberships and the New Institutional Membership to be acquired.
5.	Focus on Industry Connect and Alumni Participation.
6.	Preparation for the approval process of 12(B), UGC.
7.	Data compilation of Ranking and Accreditation agencies. GSIRF data to be submitted

8. Preparation of an Institutional Development Plan for 3 years as per UGC guidelines.
9. Proposal for NABH and NABL to be prepared for submission.
10. Discussion of the ERP model and regular website updates.

Meeting Details:-

Venue: IQAC Conference Hall

Date: 04-07-2025

Time: 02:00 PM

Note:- All members are requested to book their calendars and attend the Meeting.



**Dr. Chetan
Choudhary
IQAC
Director**

IPAC coordinators

Date -04 July, 2025

Attendance Sheet

Sl No	Name of Faculty	Name of Institute	Designation	Contact No.	Signature
1	Prof. K. Muniamma Dey	NCN	Professor	8248466240	
2	Singh A. Patel	SSPC	Sr. Lecturer	9898402443	
3	Dr. Jayant Pathak	NMCRC	Asso. Professor	7046519567	
4	Dr. Radeep K. Mishra.	SSBPTBM	Associate Professor	8262864440	
5	Dr. Dineshwar Pandey	SCIPCCS (BCA)	Associate Professor	9427903838	
6	Dr. Hitesh H. Malaz	SSPNSEC	Asso. Prof.	9824632923	
7	Dr. Tulsi Das V. Nalazani	SPCE	Asso. Prof.	9879292211	
8	Mr. Gaurav K. Sunkar	NPC	Asst. Prof.	9924682902	
9	Dr. Vijay Pandita	NICP	Professor	7043303011	
10	Dr. Subodh Khatun	NPDH	Professor	9869711164	
11	Dr. Khushi Lal Khatun	IOAC	Asst. Manager	9426136310	
12	Dr. Vishal	IQAC	Dy. Head	8287901254	
13	Simla Chaudhary	IQAC	Edmm. Executive	8401218981	
14	Dr. Chetan Chaudhary	Director	IQAC	940025203	
15					
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Sumit
04/7/25