SPU/IQAC/MoM/10

Date: 23rd September, 2025

Minutes of the 10th Meeting of IQAC

The 10th Meeting of the Internal Quality Assurance Cell (IQAC) of Sankalchand Patel University was held on September 23, 2025, at 2:30 PM in the IQAC Conference Hall of the New Medical Research Centre Building, attended by 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. Khubi Lal Khatri	Assistant Manager- IQAC	SPU
3	Ms. Simla Chaudhary	Admin Executive	SPU
4	Mr. Jigneshkumar A. Patel	Senior Lecturer	Polytechnique
5	Dr. Jayant Patharkar	Associate Professor	Medical
6	Dr. Darshana Pandya	Associate Professor	BCA
7	Dr. Hitesh Mehta	Associate Professor	Science & Commerce
8	Dr. Bibhabasu Mohanty	Associate Professor	Engineering
9	Dr. Vijay Pandita	Professor	Physiotherapy
10	Dr. Pulkit Kalyan	Professor	Dental
11	Dr. Sonu Mehta	Assistant Professor	Design & Communication
12	Dr. Hitesh Patel	Associate Professor	NPC
13	Ms. S. Ramya Nesan	Assistant Professor	NCN
14	Dr. Pradeep K. Mishra	Associate Professor	BBA

The following members were absent with Prior Permission.

Sr. No.	Name	Designation	Institute
1	Dr. Nikhil shah	Professor & HoD	Homeopathic
2	Dr. Dhanaraj Nagar	Professor	Ayurvedic
3	Dr. Tulsidas Nakrani	Associate Professor	SPCE
4	Dr. Saurabh K Shukla	Assistant Professor	Pharmacy

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.

Agenda - 01: Previous of Previous Action Items

The update status of the data related to academic and events of the constituent institutions of the University. Also, the regular updates on the institution website with events/activities/ achievements/etc.

Agenda - 02: Academic Calendar Finalization

The preparation of the consolidated calendar for events like FDPs, workshops, conferences, etc. at Institution level and it would be further consolidated for the University. Also, each institution need to identify the additional/different task and practices being perform by other benchmarking HEIs, those are in top NIRF/GSIRF rankings.

Agenda - 03: Benchmarking & Analysis of Ranking & Awards

Each constituent institution will prepare a presentation and perform a comparative analysis with HEIs, those are in top NIRF/GSIRF/ ranking, and discussion will be made towards the areas for improvement.

Agenda - 04: Alumni Engagement Roadmap

The status of the establishing the alumni associations of the constituent Institutions was discussed. All the coordinators were instructed to explore the technical and legal feasibility and plan to establish formal alumni associations as well as to design the policy and strategy on the utilization of the alumni fund through scholarships, research, development, etc. of the institutions and the University.

Agenda - 05: Industry Collaboration

Each constituent institution will identify and shortlist the potential industry partners and further, it will move for the MOU with those industries and will make a plan or a road map for guest sessions, modern technological trainings, HR conclaves etc.

Agenda - 06: Institutional Development Plan (IDP)

The discussion was made regarding finalizing and preparation of IDP which would be aligned with the institutional goals. Further, the development will be achieved through implementing by setting quarterly milestones for implementation.

Agenda - 07: 12 B Performa

The University is going to apply for UGC Act 12(B). In this direction, all the constituents Institutions have to participate for its approval process through submission of required data.

Agenda - 08: Research & Proposal Tracking

Proposals for research projects, awards, and institutional grants are often delayed or not submitted. Coordinators were asked to actively track upcoming deadlines and motivate faculty to submit well-prepared applications after going through quality checks. A centralized proposal tracking system may be initiated.

Agenda - 09: Visibility & Branding

The website of all the institution will be updated with all imporatant and nessassary informations for enhancing their web presence at different levels. Each and every event of the institute will be in reach on every major social media platforms. Further, the reports of the events will be mainained for Audits.

Agenda - 10: Monthly Report Analysis

All the institutions havve to sumit a soft copy of the monthly reports with supporting documents. The instituional progress will be analyzed against palnned activities of the institutions. All the Institution are required to prepare in given standard format and submit it in given timeline.

Agenda - 11: Quarterly Report of AAA

The quarterly Academic & Administrative Audit (AAA) will be performed to review, analyze, and finalize actionable recommendations for continuous improvement by the head of the Institutions and committee at Institutional level.

Agenda - 12: AISHE Data submission on the Portal

All the Institutions will perform AISHE data collection and verification without errors. The data will be submitted on the AISHE portal before the official deadline.

Agenda - 13: Any Other Matter (AOM):

Open floor for institution-specific concerns and suggestions.

Dr. Chetan Choudhary
IQAC Director

SPU/IQAC/Gen/10   Dt: 18-09- 2025

AGENDA

Attendees: All IQAC Coordinators (Institutions)

Sr. No.	Particulars
1	**Review of Previous Action Items:** Status updates on pending academic/event data, as well as website updates.
2	**Event Calendar Finalization:** Consolidated calendar for FDPs, workshops, and conferences – confirmation and identification of gaps.
3	**Benchmarking & Analysis of Ranking & Awards:** Presentation of a comparative analysis with top NIRF/GSIRF/ ranking, followed by a discussion on areas for improvement.
4	**Alumni Engagement Roadmap:** Plan for alumni body activation, fund utilization strategy, and Alumni Policy
5	**Industry Collaboration:** Shortlist potential industry partners, define MoU targets, and plan HR conclave/guest sessions.
6	**Institutional Development Plan (IDP):** Finalize IDP, align with institutional goals, and set quarterly milestones for implementation.
7	**12B Performa:** Approval Process of 12B Application to UGC, Data compilation, and submission.
8	**Research & Proposal Tracking:** Pipeline review of funded project proposals, deadlines, and quality checks before submission.
9	**Visibility & Branding:** Plan to enhance institutional web presence, social media reach, and documentation for audits.
10	**Monthly Report Analysis:** To review the monthly reports submitted by all Institutes, analyze progress against planned activities, and ensure timely and standardized submission for effective Outcomes.
11	**Quarterly Report of AAA:** To review the findings of the quarterly Academic & Administrative Audit (AAA), analyze, and finalize actionable recommendations for continuous improvement.
12	**AISHE Data submission on the Portal:** Completion of AISHE data collection and verification without errors, and Timely submission on the AISHE portal before the official deadline.
13	**Any Other Matter (AOM):** Open floor for institution-specific concerns and suggestions.

Meeting Details:-

Venue: IQAC Conference Hall   **Date:**23-09-2025   **Time:** 02:30 PM

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

Dr. Chetan Choudhary
Director IQAC