



SPU/IQAC/GEN/12

Dt: 22nd July 2026

12th Meeting of IQAC
Meeting Agenda

Sr. No.	Agenda Item	Discussion Points
1.	Confirmation of Previous Meeting	Confirmation of the minutes of the previous IQAC Coordinators' Meeting and review of Action Taken Report (ATR).
2.	Rankings & Survey Data	Progress of criterion-wise documentation and preparation for GSIRF/12B preparation, Best Practices, Institutional Distinctiveness, and quality records. NIRF Action Plan for University, Pharmacy, Engineering, Dental Institutions.
3.	Academic & Administrative Audit (AAA)	Finalization of the Academic & Administrative Audit (AAA) schedule commencing from 3rd August 2026, including departmental readiness, audit team allocation, and timelines.
4.	Monthly Departmental Reports	Submission status, data validation, standardization of reporting formats, and pending reports. Discuss ERP Module for the Monthly report
5.	Research, Innovation & Consultancy	Review of publications, patents, funded projects, consultancy, IPR, research proposals, startups, and innovation activities.
6.	Student-Centric Quality Initiatives & Academic Monitoring	Review of student feedback, mentoring system, internships, value-added courses, extension and outreach activities, academic progress, and departmental best practices.
7.	Consolidated Departmental Activities	Review of the July 2026 Consolidated Departmental Activities Report and finalization of the Action Plan for August–September 2026.
8.	Academic & Co-curricular Activities	Review of conferences, workshops, seminars, guest lectures, FDPs, outreach, extension, innovation, and community engagement activities conducted and planned by the departments.
9.	Student Participation in MOOCs & Online Learning	Review of student enrolment, participation, completion, and certification in MOOCs, SWAYAM, NPTEL, and other online learning platforms, along with strategies to improve student participation and course completion.
10.	Faculty Development & Capacity Building	Review of FDPs, workshops, certification programmes, MOOCs, SWAYAM/NPTEL participation, etc for the development initiatives for the faculties
11.	Website, Documentation & Digital Presence	Updating departmental websites, documentation standards, newsletters, event reports, and social media visibility.
12.	Alumni Policy & Alumni Meet Planning	Review of the Alumni Policy, alumni registration and engagement activities, and planning for the Alumni Meet, including departmental responsibilities and execution plan.
13.	Any Other Matter (AOM)	Department-specific issues with the permission of the Chair.

 **Venue: IQAC Conference Hall** |  **Date: 28th July 2026** |  **Time: 3:00 PM**

Note: All IQAC Coordinators are requested to attend the meeting with updated departmental data, pending compliance reports, and relevant supporting documents



Dr. Chetan Choudhary
IQAC Director



Minutes of the 12th Meeting of IQAC

Ref. No.: SPU/IQAC/GEN/12

Date: 28 July 2026

Time: 03:00 PM onwards

Venue: IQAC Conference Hall

Chair: Hon'ble Dr. Chetan Choudhary, Director, IQAC

Members Present: IQAC Team and IQAC Coordinators (*Attendance Sheet Enclosed*).

Introduction

The 12th Meeting of the Internal Quality Assurance Cell (IQAC) of Sankalchand Patel University was held on 25 July 2026 at 11:00 AM in the IQAC Conference Hall. The meeting was chaired by Hon'ble Dr. Chetan Choudhary, Director, IQAC, and attended by the IQAC Team and IQAC Coordinators from all constituent institutions. The meeting focused on reviewing the progress of institutional quality initiatives, finalizing the Academic & Administrative Audit (AAA) schedule, monitoring rankings and accreditation preparations, strengthening research and consultancy activities, reviewing departmental reporting mechanisms, and discussing strategic action plans for the upcoming months to enhance the University's quality assurance and academic excellence.

Agenda 1: Confirmation of Previous Meeting

Notes for Discussion:

The minutes of the previous IQAC Coordinators' Meeting were confirmed by the members. The Action Taken Report (ATR) was reviewed, and departments were instructed to complete all pending action points within the stipulated timelines.

Agenda 2: Rankings & Survey Data

Notes for Discussion:

The progress of NIRF, GSIRF, UGC 12(B), Best Practices, Institutional Distinctiveness, and other quality-related documentation was reviewed. The Chair emphasized the need for timely completion of criterion-wise documentation with proper supporting evidence. Special emphasis was placed on improving research publications, particularly in MBA, MCA, and Engineering institutions, to strengthen institutional rankings and peer perception.

Agenda 3: Academic & Administrative Audit (AAA)

Notes & Recommendations:

The Academic & Administrative Audit (AAA) schedule was finalized. It was decided that a Google Sheet would be shared with all institutions to facilitate the planning and smooth execution of the audit process, through which each institution shall select its preferred review date. The Chair informed that the entire AAA process should be completed before 14 August 2026. All institutions were instructed to remain prepared with the IQAC files, previous AAA Report, Presidential Review implementation status, Action Taken Report (ATR), departmental presentation (PPT), and all relevant supporting documents and evidence to ensure the smooth conduct of the audit. Departments were advised to complete all documentation well before their scheduled audit date.

Agenda 4: Monthly Departmental Reports

Notes & Recommendations:

The current monthly departmental reporting system was reviewed. It was observed that the existing ERP module does not adequately support the effective submission, monitoring, and utilization of monthly reports. Therefore, the IQAC proposed developing an outsourced software solution to improve report submission, data compilation, monitoring, and analysis. Until the new software is implemented, departments shall continue submitting reports in the prescribed format. The Chair emphasized that the submission of Monthly Departmental Reports on or before the 5th of every month is mandatory.



Departments were instructed to ensure that all reports are complete, accurate, and supported with relevant documents.

Agenda 5: Research, Innovation & Consultancy

Notes & Recommendations:

The status of research publications, consultancy projects, funded projects, patents, and research proposal activities was reviewed. It was observed that consultancy activities require significant improvement across institutions. It was decided to constitute Research Proposal Writing Groups in every institution, preferably led by Associate Professors, to encourage the submission of funded research proposals. Departments were instructed to submit the names of nominated faculty members through their IQAC Coordinators.

Agenda 6: Student-Centric Quality Initiatives & Academic Monitoring

Notes for Discussion:

Student mentoring, internships, value-added courses, extension activities, academic monitoring, and departmental best practices were reviewed. Departments were advised to continue strengthening initiatives in student engagement, mentoring, and academic quality.

Agenda 7: Consolidated Departmental Activities

Notes & Recommendations:

Departments were instructed to prepare a Programme-wise Activity Plan for August, September, and October 2026, clearly indicating both planned and completed activities. IQAC will maintain a consolidated institutional activity calendar for monitoring and review.

Agenda 8: Academic & Co-curricular Activities

Notes for Discussion:

The progress of conferences, seminars, workshops, FDPs, guest lectures, outreach programmes, extension activities, and Sponsored Chair initiatives was reviewed. Departments were instructed to prepare a consolidated schedule of academic and co-curricular activities and ensure timely execution.

Agenda 9: Student Participation in MOOCs & Online Learning

Notes for Discussion:

The participation of students in SWAYAM, NPTEL, MOOCs, and other online learning platforms was reviewed. Departments were encouraged to increase enrolment, improve course completion rates, and promote student certification.

Agenda 10: Faculty Development & Capacity Building

Notes & Recommendations:

Faculty development initiatives and research performance were reviewed. It was decided that every faculty member shall submit a semester-wise research performance report covering research publications, books, patents, and other scholarly contributions. The reports shall be submitted twice a year for the periods of July–December and January–June to facilitate systematic monitoring of faculty research performance. The first submission shall be completed by 04 August 2026.

Agenda 11: Website, Documentation & Digital Presence

Notes for Discussion:

Departments were instructed to regularly update departmental websites, maintain proper documentation, upload event reports on time, and improve institutional visibility through newsletters and social media.



Agenda 12: Alumni Policy & Alumni Meet Planning

Notes for Discussion:

The status of alumni registration and alumni engagement activities was reviewed. Departments were instructed to strengthen alumni databases, increase alumni participation, and prepare action plans for future alumni activities.

Agenda 13: Any Other Matter (AOM)

Notes for Discussion:

Under Any Other Matter (AOM), the Chair discussed the proposed UGC 12(B) inspection and advised all departments to initiate the required documentation and maintain updated supporting records to ensure institutional preparedness. Strategies to enhance the University's peer perception were also deliberated, with emphasis on improving the quality and visibility of research publications, strengthening academic collaborations, and actively participating in national and international academic and professional networks.



Dr. Chetan Choudhary
IQAC Director



Action Points

Sr. No.	Action Item	Responsibility	Timeline
1	Complete all pending ATR points from the previous meeting.	All IQAC Coordinators	Immediate
2	Update NIRF, GSIRF, UGC 12(B), and other ranking-related documentation with supporting evidence.	Concerned Institutions	Ongoing
3	Select the preferred AAA review date from the Google Sheet and complete audit preparations with all required documents.	All Institutions	Before 14 August 2026
4	Continue submitting monthly reports in the prescribed format and ensure submission on or before the 5th of every month. Support the implementation of the proposed outsourced reporting software.	All Departments	Monthly
5	Constitute Research Proposal Writing Groups and submit faculty nominations.	All Departments	4 August 2026
6	Strengthen research publications, consultancy activities, and funded project proposals.	All Institutions	Continuous
7	Submit programme-wise activity plans for August–October 2026.	All Departments	First Week of August
8	Increase student participation and certification in SWAYAM, NPTEL, and MOOCs.	Academic Coordinators	Continuous
9	Submit semester-wise faculty research performance reports.	All Departments	4 August 2026
10	Update departmental websites and maintain quality documentation, newsletters, and event reports regularly.	All Departments	Continuous
11	Strengthen alumni registration and departmental alumni engagement activities.	Alumni Coordinators	Continuous



Dr. Chetan Choudhary
IQAC Director



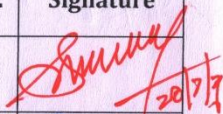
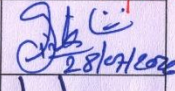
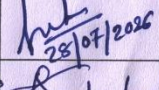
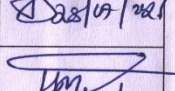
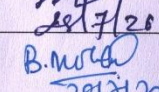
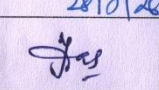
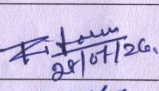
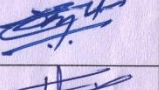
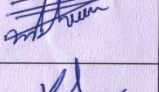
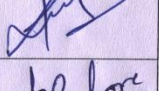
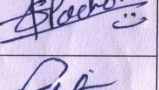
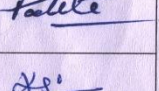
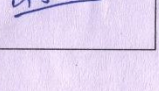
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Date: 28/07/2026



Time: 03:00PM

Venue: IQAC Conference Hall

Sl No	Name of Member	Designation/ Institute	Contact Num.	Signature
1	Dr. Chetan Choudhary	Director, IQAC	7490025203	
2	Simla Choudhary	Executive ZMC	8401798981	
3	Sheela Patel / NIOC	Assistant-Prin	9974747491	
4	Dr. Darshner Pandya	Associate professor	9427903838	
5	Dr. Hitesh A. Patel	Professor & HOD	9999242023	
6	bibhabasuvu-spc@spu.ac.in Dr. Bibhabasu Mohanty.	Asst. Prof. SPC	7383789601	
7	Dr. Tarun Kumar Das	Professor	9426034324	
8	Ritam Mohapatra	Asst. Prof	7894828626	
9	Dr. Jayant Patharkar	Professor & Head.	7046519562	
10	Dr. Nitesh Kumar B. Thakur	Asst. Prof	9989951408	
11	Dr. PULKIT KALYAN	PROFESSOR	786971164	
12	Dr. Shreyansh Pachore	Professor	8855894993	
13	Dr. Vijay Pachute	Professor	7043303011	
14	Dr. Krupa Soni	Professor	9408690515	



**SANKALCHAND PATEL
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15	Dr. Bhannik Nayak.	Professor	9824680408	
16	Dr. Khushi Lal Khatri	Asst Manager	9426136310	 28/07/2026
17	Sanjay Kumar Yadav	Assistant Registrar	9552369022	 28/07/2026
18	Dr. Ankur Singh	Professor	820296853	 28/07/26
19	Ms. Ranya Nesam	Assistant professor English	999496018	
20	Dr. Leelma Patel	Asst Professor	9824251112	
21	SSPC Mr. Hershmel. P. Patel	Lecturer	9427683153	
22	Dr. Divyang M. Patel	Asst. prof.	9714601444	
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