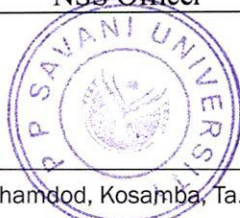


**IQAC MEMBER LIST 2020-21**

| Sr No | Name Of the Faculty    | Designation In Institute                                    | Designation In IQAC             |
|-------|------------------------|---|---------------------------------|
| 1.    | Dr. Parag Sanghani     | Provost-PPSU  | <b>Chair Person</b>             |
| 2.    | Dr. Satish Biradar     | Registrar- PPSU   | <b>Co-Chair Person</b>          |
| 3.    | Dr. Bindesh Patel      | Deputy Registrar- PPSU                                      | <b>Co-Chair Person</b>          |
| 4.    | Dr. Aditee Pandya      | Program Coordinator & Assistant Professor, Microbiology SOS | <b>IQAC Coordinator</b>         |
| 5.    | Dr. Deepak Vishwakarma | Program Coordinator , Assistant professor MPH               | <b>IQAC Co -Coordinator</b>     |
| 6.    | Dr. Gaurav Thakrar     | Assistant Professor, SOE                                    | <b>IQAC Member</b>              |
| 7.    | Dr. Anish Sharma       | Principal SOS   | <b>IQAC Member</b>              |
| 8.    | Dr. Niraj Shah         | Principal SOE   | <b>IQAC Member</b>              |
| 9.    | Dr. Kinjal Mistry      | Principal SON   | <b>IQAC Member</b>              |
| 10.   | Dr. Hari Babu          | Principal SOP   | <b>IQAC Member</b>              |
| 11.   | Dr. Hiren Patel        | Assistant Professor   | <b>Research Coordinator</b>     |
| 12.   | Dr. Ashwini Patil      | Associate Professor, SON                                    | <b>IQAC Member</b>              |
| 13.   | Mr. Ramraj Malav       | Assistant Professor, SLM                                    | <b>IQAC Member</b>              |
| 14.   | Dr. Sadafara Pillai    | Assistant Professor, SOS                                    | <b>IQAC Member</b>              |
| 15.   | Dr. Ashish Mathur      | Professor, SOP  | <b>IQAC Member</b>              |
| 16.   | Miss. Priyanka Patel   | Assistant Professor, SOD                                    | <b>IQAC Member</b>              |
| 17.   | Dr. Payal Mehta        | Assistant Professor, SOP                                    | <b>IQAC Member</b>              |
| 18.   | Miss. Ruchi Gandhi     | Assistant Professor, SOA                                    | <b>IQAC Member</b>              |
| 19.   | Dr. Tejal Patel        | Assistant Professor, SLM                                    | <b>Women's Cell coordinator</b> |
| 20.   | Mr. Devang Makwana     | Cultural Coordinator  | <b>IQAC Member</b>              |
| 21.   | Mr. Pranay Prasoon     | Sports Officer<br>NSS Officer                               | <b>IQAC Member</b>              |



|     |                      |                            |                                   |
|-----|----------------------|----------------------------|-----------------------------------|
| 22. | Mr. Amir Patel       | Assistant Professor<br>SOE | <b>Anti-Raging Co-coordinator</b> |
| 23. | Mr. JitendraSonani   | Industry Person            | <b>IQAC Member</b>                |
| 24. | Mr. MitulGhadiya     | Industry person            | <b>IQAC Member</b>                |
| 25. | Mr. GhanshyamKheni   | Member from society        | <b>IQAC Member</b>                |
| 26. | Mr. VallabhChotani   | Member from society        | <b>IQAC Member</b>                |
| 27. | Ms. DrashtiPrajapati | Alumni Student             | <b>IQAC Member</b>                |
| 28. | Ms. Pooja Patel      | Alumni Student             | <b>IQAC Member</b>                |



Date: 10-01-2020

**IQAC MEETING**

**CIRCULAR**

This is to inform all the members of the University IQAC committee that a meeting will be scheduled on **16<sup>th</sup> January 2020 at 2:00** to discuss the following points.

Your presence and active participation in this meeting are crucial as we strive to maintain and enhance the quality of education and services provided by our institution. Please come prepared to contribute your insights and suggestions for the continuous improvement of our university.

**Date: 16<sup>th</sup> January 2020**

**Venue: Conference Room**

**Time: 2:00pm onwards**

**Meeting Agenda: -**

1. To give importance about E content development.
2. To give information regarding Start ups and Incubation Centers and IPR
3. To discuss about Mentor- mentee execution
4. To discuss about Faculty Development Programs.
5. To discuss about the importance of Publications, Books
6. To discuss about Seed Money, Research Projects, Consultancy Projects

**Copy to:**

1. Provost Office
2. Registrar Office
3. Deputy Registrar Office
4. All School Principals Office
5. HR Office
6. Committee Members
7. Research Coordinator
8. All Cells



  
**IQAC Coordinator**

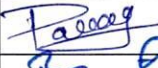
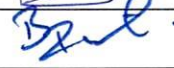
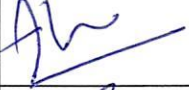



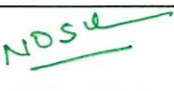

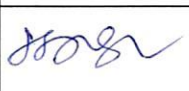


Date: 18<sup>th</sup> January 2020

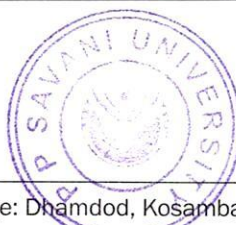
## Minutes of Meeting

### **Conduct of the Meeting:**

The 5<sup>th</sup> IQAC Meeting of internal members was conducted on 16<sup>th</sup> January 2020 at 2:00 pm Conference Hall, Admin Building, PPSU with the following agenda:

### **The following members were present for the meeting:**

| Sr No | Name of the Faculty    | Designation In Institute                                    | Designation In IQAC   | Signature   |
|-------|------------------------|---|-----------------------|---|
| 1.    | Dr. Parag Sanghani     | Provost-PPSU  | Chair Person          |    |
| 2.    | Dr. Bindesh Patel-     | Registrar- PPSU   | Co-Chair Person       |   |
| 3.    | Dr. Aditee Pandya      | Program Coordinator & Assistant Professor, Microbiology SOS | IQAC Coordinator      |  |
| 4.    | Dr. Deepak Vishwakarma | Program Coordinator , Assistant professor MPH               | IQAC Co - Coordinator |  |
| 5.    | Dr. Gaurav Thakrar     | Assistant Professor, SOE                                    | IQAC Member           |  |
| 6.    | Dr. Anish Sharma       | Principal SOS   | IQAC Member           |  |
| 7.    | Dr. Niraj Shah         | Principal SOE   | IQAC Member           |  |
| 8.    | Dr. Satish Biradar     | Principal SON   | IQAC Member           |  |
| 9.    | Dr. Hari Babu          | Principal SOP   | IQAC Member           |  |
| 10.   | Dr. Hiren Patel        | Assistant Professor, SOS                                    | Research Coordinator  |  |
| 11.   | Dr. Ashwini Patil      | Associate Professor, SON                                    | IQAC Member           |  |



|     |                       |                             |                                |   |
|-----|-----------------------|-----------------------------|--------------------------------|---|
| 12. | Dr. Ashish Mathur     | Professor,<br>SOP           | IQAC Member                    |    |
| 13. | Mr. Ramraj Malav      | Assistant Professor,<br>SLM | IQAC Member                    |    |
| 14. | Dr. Sadafara Pillai   | Assistant Professor,<br>SOS | IQAC Member                    |    |
| 15. | Miss. Priyanka Patel  | Assistant Professor,<br>SOD | IQAC Member                    |    |
| 16. | Dr. Payal Mehta       | Assistant Professor,<br>SOP | IQAC Member                    |    |
| 17. | Miss. Ruchi Gandhi    | Assistant Professor,<br>SOA | IQAC Member                    |    |
| 18. | Dr. Tejal Patel       | Assistant Professor,<br>SLM | Women's Cell<br>coordinator    |    |
| 19. | Mr. Amir Patel        | Assistant Professor<br>SOE  | Anti-Raging Co-<br>coordinator |   |
| 20. | Mr. Jitendra Sonani   | Industry Person             | IQAC Member                    |  |
| 21. | Mr. Mitul Ghadiya     | Industry person             | IQAC Member                    |  |
| 22. | Mr. Ghanshyam Kheni   | Member from society         | IQAC Member                    |  |
| 23. | Mr. Vallabh Chotani   | Member from society         | IQAC Member                    |  |
| 24. | Ms. Drashti Prajapati | Alumni Student              | IQAC Member                    |  |
| 25. | Ms. Pooja Patel       | Alumni Student              | IQAC Member                    |  |

**Points to be discussed:**

1. To give importance about E content development.
2. To give information regarding Startups and Incubation Centers and IPR
3. To discuss about Mentor- mentee importance
4. To discuss about Faculty Development Programs
5. To discuss about the importance of Publications, Books
6. To discuss about Seed Money, Research Projects, Consultancy Projects.

**Action Taken:**

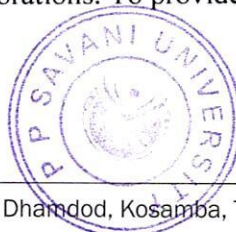
1. **E content Development:** The meeting emphasized the crucial role of E-content development in modern education. Recognizing the shift towards digital learning platforms, it was reiterated that robust E-content is essential for enhancing accessibility, engagement, and effectiveness in education delivery. To ensure the availability of high-quality educational resources accessible anytime, anywhere.
  - To promote innovation and creativity in teaching methodologies through interactive and multimedia-rich content. To facilitate continuous learning and skill development beyond traditional classroom settings.
  - Formation of a dedicated E-content development team/task force responsible for coordinating and overseeing the creation, review, and updating of digital learning materials. Identification of priority areas and subjects for initial E-content development based on student needs and curriculum requirements. Allocation of resources, including funding, training, and technical support, to facilitate E-content development initiatives.
2. **Incubation Centers, Startups and IPR:** Understanding the pivotal role of startups and Intellectual Property Rights (IPR) in fostering innovation, economic growth, and knowledge creation. Recognizing their potential to drive entrepreneurship and technology transfer, it was emphasized that nurturing a conducive ecosystem for startups and protecting intellectual property are critical for sustainable development. To raise awareness and promote understanding of Intellectual Property Rights (IPR) among stakeholders. Discussed the importance of IPR in safeguarding intellectual assets, incentivizing innovation, and attracting investment.



- Explored opportunities for collaboration between academia, industry, and government to support start up initiatives and technology transfer. Addressed challenges related to access to funding, mentorship, infrastructure, and regulatory support for start-ups. Discussed the legal and ethical considerations in managing and commercializing intellectual property, including patents, copyrights, trademarks, and trade secrets.
3. **Mentor – Mentee:** The meeting emphasized the critical role of mentorship in fostering professional and personal growth, knowledge transfer, and career development. Recognizing the value of mentor-mentee relationships in nurturing talent, enhancing productivity, and building a supportive organizational culture, it was underscored that investing in mentorship programs is essential for individual and institutional success to provide guidance, support, and encouragement to mentees in their academic, professional, and personal pursuits. Establishment of a structured mentorship program with defined goals, expectations, and guidelines for participants. Roll out mentorship program initiatives, including orientation sessions, networking events, and regular check-ins between mentors and mentees.
  4. **Faculty Development Programs:** The critical role of faculty development programs in enhancing teaching quality, promoting academic excellence, and fostering a culture of continuous improvement within the institution. Recognizing the dynamic nature of higher education and the evolving needs of students and society, it was emphasized that investing in faculty development is essential for advancing institutional goals and maintaining competitiveness. To support faculty members in acquiring new skills, knowledge, and competencies aligned with evolving disciplinary trends, technological advancements, and educational best practices.
    - To cultivate a collaborative and supportive learning community among faculty members, fostering knowledge sharing, peer mentoring, and interdisciplinary collaboration.
    - To promote research productivity, scholarly output, and grant acquisition through mentorship, research capacity building, and funding opportunities for faculty member. Highlighted the benefits of faculty development for individual professional growth, job satisfaction, and career advancement.
    - Discussed the importance of aligning faculty development initiatives with institutional priorities, strategic plans, and accreditation standards. Development of a comprehensive faculty development plan outlining goals, priorities, and strategies for supporting faculty members at different career stages.



- Design and delivery of workshops, seminars, webinars, and conferences on topics relevant to teaching, research, leadership, and professional growth. Provision of grants, scholarships, and sabbatical opportunities to enable faculty members to pursue research, attend conferences, and engage in professional development activities.
5. **Importance of Publications, Books:** The meeting emphasized the critical role of research publications in advancing knowledge, enhancing academic reputation, and contributing to the scholarly discourse within the institution and the broader academic community. Recognizing the importance of research as a cornerstone of higher education, it was underscored that promoting and disseminating research findings through publications is essential for achieving excellence and impact. To promote the dissemination of research findings, insights, and discoveries to academic peers, practitioners, policymakers, and the public.
- To enhance the visibility, reputation, and influence of the institution in academic circles and beyond through high-quality research publications.
  - To support faculty members, researchers, and students in publishing their work in reputable journals, conferences, books, and other scholarly outlets. Discussed trends, challenges, and opportunities in scholarly publishing, including open access, interdisciplinary collaboration, citation metrics, and ethical considerations.
  - Emphasized the importance of research ethics, integrity, and responsible conduct in the publication process, including authorship attribution, data management, and conflicts of interest. Addressed barriers and support mechanisms for research publication, such as funding for open access fees, language editing services, and access to research databases and libraries. Explored strategies for enhancing the quality, visibility, and impact of research publications, including peer review, collaboration networks, social media engagement, and media outreach. Development of institutional policies, guidelines, and resources to support research publication activities, including authorship guidelines, copyright policies, and publication ethics guidelines.
  - Provision of financial incentives, awards, and recognition programs to encourage and reward faculty members, researchers, and students for their research publications.
6. **Importance of Seed Money, Research Projects, Consultancy Projects:** The meeting highlighted the strategic importance of allocating seed money and supporting research and consultancy projects within the institution. Recognizing these initiatives as vital drivers of innovation, knowledge creation, and institutional growth, it was emphasized that investing in seed funding and project support is essential for fostering research excellence and fostering collaborations. To provide initial financial support to





catalyse the development of promising research ideas, pilot projects, and innovative solutions, facilitate the conduct of high-impact research projects that address pressing societal challenges, advance knowledge frontiers, and contribute to economic development and leverage the expertise and resources of the institution to engage in consultancy projects with industry partners, government agencies, and non-profit organizations.

Emphasized the importance of establishing transparent and equitable processes for allocating seed funding and managing project budgets and expenditures, discussed criteria and evaluation mechanisms for selecting seed funding recipients, including scientific merit, innovation potential, feasibility, and alignment with institutional priorities.

Development of clear guidelines, application procedures, and evaluation criteria for seed funding proposals, ensuring transparency and fairness in the selection process, allocation of resources and infrastructure to support the execution and management of research and consultancy projects, including personnel, equipment, and administrative support. Establish review committees or expert panels to evaluate seed funding and project proposals based on predefined criteria and peer review processes. Provide support and mentorship to funded researchers and project teams throughout the project lifecycle, including project planning, execution, reporting, and dissemination.

The meeting concluded with a reaffirmation of the institution's commitment to prioritize E-content development as a strategic imperative for enhancing teaching and learning outcomes. It was agreed that concerted efforts and sustained investment in this area are essential to meet the evolving needs of learners in the digital age.

Also, startups and Intellectual Property Rights as catalysts for innovation-driven growth and societal advancement. It was agreed that sustained efforts and collaborative action are essential to create an enabling environment that nurtures entrepreneurship and protects intellectual capital.

The meeting concluded with a commitment to fostering a culture of mentorship and continuous learning within the institution. It was agreed that mentor-mentee relationships play a vital role in personal and professional development and that investing in these relationships is an investment in the future success and well-being of individuals and the organization as a whole. It was agreed that by supporting the growth and professional



fulfillment of faculty members, the institution can enhance its teaching, research, and service missions, thereby contributing to the overall success and sustainability of the academic community.

The University's commitment to promoting and supporting research publications as a cornerstone of academic excellence and knowledge dissemination and was agreed that by investing in research publication activities, the institution can enhance its research culture, reputation, and impact, thereby contributing to the advancement of society.



**IQAC Coordinator, PPSU**

**Copy To:**

1. Provost Office
2. Registrar Office
3. Deputy Registrar Office
4. All School Principals Office
5. HR Office
6. Committee Members
7. Research Coordinator
8. All Cells



Date: 17-09-2020

**IQAC MEETING**

**CIRCULAR**

This is to inform all the members of the University IQAC committee that a meeting will be scheduled on **22<sup>nd</sup> September 2020 at 2:00 pm** to discuss the following points.

Your presence and active participation in this meeting are crucial as we strive to maintain and enhance the quality of education and services provided by our institution. Please come prepared to contribute your insights and suggestions for the continuous improvement of our university.

**Date: 22<sup>nd</sup> September 2020**

**Venue: Auditorium**

**Time: 2:00pm onwards**

**Meeting Agenda: -**

1. To give importance about Infrastructure additions and modifications.
2. To spread awareness about Tobacco free and plastic free campus
3. To discuss about Slow- Learner- Advanced Learner
4. To aware the faculties about ICT enabled tools, simulation-based learning, soft skills.
5. To discuss about Annual Reports.
6. To spread awareness to students about complete exams.
7. Evaluation of Online Schedule

**Copy to:**

1. Provost Office
2. Registrar Office
3. Deputy Registrar Office
4. All School Principals Office
5. HR Office
6. Committee Members
7. Research Coordinator
8. All Cells



**IQAC Coordinator**



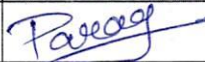





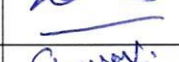




Date: 26<sup>th</sup> September 2020

## Minutes of Meeting




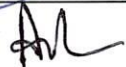
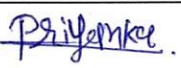

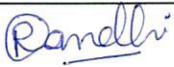
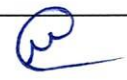



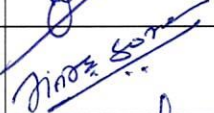
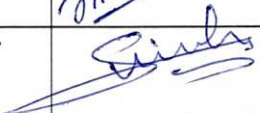




### **Conduct of the Meeting:**

The 6th IQAC Meeting of internal members was conducted on 22<sup>nd</sup> September 2020 at 2:00 pm Auditorium, Admin Building, PPSU with the following agenda:

### **The following members were present for the meeting:**

| Sr No | Name Of The Faculty    | Designation In Institute                                    | Designation In IQAC   | Signature   |
|-------|------------------------|---|-----------------------|---|
| 1.    | Dr. Parag Sanghani     | Provost-PPSU  | Chair Person          |    |
| 2.    | Dr. Satish Biradar     | Registrar- PPSU   | Co-Chair Person       |   |
| 3.    | Dr. Bindesh Patel      | Deputy Registrar- PPSU                                      | Co-Chair Person       |  |
| 4.    | Dr. Aditee Pandya      | Program Coordinator & Assistant Professor, Microbiology SOS | IQAC Coordinator      |  |
| 5.    | Dr. Deepak Vishwakarma | Program Coordinator , Assistant professor MPH               | IQAC Co - Coordinator |  |
| 6.    | Dr. Gaurav Thakrar     | Assistant Professor, SOE                                    | IQAC Member           |  |
| 7.    | Dr. Anish Sharma       | Principal SOS   | IQAC Member           |  |
| 8.    | Dr. Niraj Shah         | Principal SOE   | IQAC Member           |  |
| 9.    | Dr. Kinjal Mistry      | Principal SON   | IQAC Member           |  |
| 10.   | Dr. Hari Babu          | Principal SOP   | IQAC Member           |  |
| 11.   | Dr. Hiren Patel        | Assistant Professor   | Research Coordinator  |  |



|     |                       |                               |  |   |
|-----|-----------------------|-------------------------------|--|---|
| 12. | Dr. Ashwini Patil     | Associate Professor,<br>SON   | <b>IQAC Member</b>                     |    |
| 13. | Mr. Ramraj Malav      | Assistant Professor,<br>SLM   | <b>IQAC Member</b>                     |    |
| 14. | Dr. Sadafara Pillai   | Assistant Professor,<br>SOS   | <b>IQAC Member</b>                     |    |
| 15. | Dr. Ashish Mathur     | Professor, SOP                | <b>IQAC Member</b>                     |    |
| 16. | Miss. Priyanka Patel  | Assistant Professor,<br>SOD   | <b>IQAC Member</b>                     |    |
| 17. | Dr. Payal Mehta       | Assistant Professor,<br>SOP   | <b>IQAC Member</b>                     |    |
| 18. | Miss. Ruchi Gandhi    | Assistant Professor,<br>SOA   | <b>IQAC Member</b>                     |    |
| 19. | Dr. Tejal Patel       | Assistant Professor,<br>SLM   | <b>Women's Cell<br/>coordinator</b>    |   |
| 20. | Mr. Devang Makwana    | Cultural Coordinator          | <b>IQAC Member</b>                     |  |
| 21. | Mr. Pranay Prasoon    | Sports Officer<br>NSS Officer | <b>IQAC Member</b>                     |  |
| 22. | Mr. Amir Patel        | Assistant Professor<br>SOE    | <b>Anti-Raging Co-<br/>coordinator</b> |  |
| 23. | Mr. Jitendra Sonani   | Industry Person               | <b>IQAC Member</b>                     |  |
| 24. | Mr. Mitul Ghadiya     | Industry person               | <b>IQAC Member</b>                     |  |
| 25. | Mr. Ghanshyam Kheni   | Member from society           | <b>IQAC Member</b>                     |  |
| 26. | Mr. Vallabh Chotani   | Member from society           | <b>IQAC Member</b>                     |  |
| 27. | Ms. Drashti Prajapati | Alumni Student                | <b>IQAC Member</b>                     |  |
| 28. | Ms. Pooja Patel       | Alumni Student                | <b>IQAC Member</b>                     |  |

**Points to be discussed:**

1. To give importance about Infrastructure additions and modifications.
2. To spread awareness about Tobacco free and plastic free campus
3. To discuss about Slow- Learner- Advanced Learner
4. To aware the faculties about ICT enabled tools, simulation based learning, soft skills
5. To discuss about Annual Reports
6. To spread awareness to students about competitive exams.
7. Evaluation of Online Schedule.

**Action Taken:**

- 1. Infrastructure additions and modifications:** Recognizing infrastructure as a critical enabler of academic excellence, research productivity, and student success, it was emphasized that proactive planning and investment in facilities are essential for maintaining competitiveness and meeting stakeholder expectations. To enhance the quality, capacity, and functionality of physical facilities to support teaching, learning, research, and administrative activities.

To create a safe, accessible, and inclusive campus environment that fosters collaboration, creativity, and well-being among students, faculty, staff, and visitors. To align infrastructure investments with institutional priorities, regulatory requirements, sustainability goals, and technological advancements. To optimize the utilization of existing resources and infrastructure while identifying opportunities for strategic expansion, renovation, or repurposing of facilities

Reviewed current infrastructure assets, including buildings, laboratories, classrooms, libraries, recreational spaces and IT infrastructure, to assess condition, utilization rates, and functionality. Identified areas of need and priority for infrastructure improvements based on feedback from stakeholders, campus master plans, strategic objectives, and accreditation requirements. Discussed considerations for infrastructure planning and design, including sustainability, accessibility, resilience, energy efficiency, and future scalability.

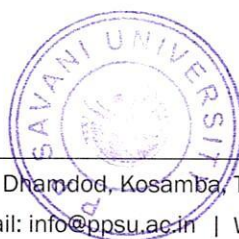
- 2. To spread awareness about Tobacco free and plastic free campus:** Importance of promoting sustainability, health, and well-being by transitioning to a plastic-free and tobacco-free campus environment. Recognizing the detrimental effects of plastic pollution and tobacco use on the environment and public health, it was emphasized that adopting



policies and initiatives to eliminate plastic waste and tobacco consumption aligns with the institution's commitment to social responsibility and environmental stewardship. To reduce the environmental impact of plastic waste by minimizing the use of single-use plastics and promoting sustainable alternatives. To raise awareness and educate the campus community about the benefits of adopting plastic-free and tobacco-free policies and practices.

To establish clear guidelines, regulations, and enforcement mechanisms to ensure compliance with plastic-free and tobacco-free policies and promote a culture of sustainability and wellness. Development and adoption of comprehensive policies and guidelines to phase out single-use plastics and establish designated tobacco-free zones on campus. Implementation of awareness campaigns, educational programs, and community engagement initiatives to promote understanding and compliance with plastic-free and tobacco-free policies. Installation of signage, banners, and visual cues to communicate and reinforce plastic-free and tobacco-free policies and designate smoke-free areas.

- 3. To discuss about Slow- Learner- Advanced Learner:** To identify and address the specific learning needs and challenges of slow learners, including difficulties with comprehension, retention, and skill acquisition. To provide targeted interventions, remedial support, and scaffolding techniques to help slow learners overcome academic obstacles and progress towards mastery of learning objectives. Conduct assessments and screenings to identify slow learners and advanced learners and develop individualized plans to address their unique needs and abilities. Foster a culture of inclusivity and support for all learners by celebrating diversity, promoting growth mindset, and fostering a sense of belonging within the school community
- 4. To aware the faculties about ICT enabled tools , simulation based learning, soft skills:** Reviewed the landscape of ICT-enabled tools and educational technologies available for enhancing instruction, including learning management systems, multimedia resources, interactive simulations, virtual labs, and online collaboration platforms. Explored the significance of soft skills development in preparing students for the demands of the 21st-century workforce and the role of faculty in fostering these skills through authentic learning experiences and feedback mechanisms. Discussed opportunities for faculty development, training workshops, peer learning communities, and mentorship programs to support faculty members in enhancing their instructional practices in these areas. integration of ICT-enabled tools, simulation-based learning activities, and soft skills development modules into faculty orientation programs, continuing education courses, and professional development initiatives. Provision of technical support, mentoring, and consultation



services to faculty members interested in experimenting with new teaching methods and technologies in their courses.

- 5. To discuss about Annual Reports:** To compile and synthesize key data, accomplishments, and milestones achieved by the institution over the past year across various departments, programs, and initiatives. To provide stakeholders with an overview of the institution's financial performance, budget allocation, and resource utilization, including revenues, expenditures, and fundraising efforts. To demonstrate alignment with strategic goals, mission, and vision statements and highlight progress towards institutional priorities, accreditation standards, and performance benchmarks. Appointment of a dedicated task force or committee responsible for overseeing the preparation and production of the annual report, including representatives from communications, marketing, finance, academic affairs, and development.

Development of a comprehensive timeline and work plan outlining key milestones, deadlines, and deliverables for the annual report production process, including data collection, writing, editing, design, and printing/distribution.

- 6. To spread awareness to students about competitive exams:** The meeting highlighted the strategic importance of equipping students with the necessary information and resources to navigate competitive exams effectively. Recognizing that competitive exams play a crucial role in academic and career advancement, it was emphasized that raising awareness among students about these exams is essential for empowering them to make informed decisions and pursue their educational and professional goals. To educate students about the various competitive exams relevant to their academic discipline, career interests, and future aspirations. To provide information on the eligibility criteria, exam structure, syllabus, application process, important dates, and preparation strategies for competitive exams.

- 7. Evaluation of Online Schedule:** The effectiveness of the existing online course schedule was assessed after examination. Members talked about any difficulties or achievements they saw with the current schedule and made suggestions for changes to improve the overall efficacy of online courses. The best possible scheduling, length, and flexibility for teachers and students has been taken into consideration

It was agreed that by prioritizing infrastructure investments and fostering collaboration and innovation in planning and implementation, the institution can create a vibrant and sustainable campus environment that serves the needs of its community now and in the





future. The meeting concluded with a reaffirmation of the institution's commitment to promoting sustainability, health, and well-being by transitioning to a plastic-free and tobacco-free campus. The meeting concluded with a commitment to promoting faculty awareness and proficiency in ICT-enabled tools, simulation-based learning, and soft skills development as strategic priorities for enhancing teaching and learning excellence. It was agreed that by providing faculty members with the necessary knowledge, skills, and support, the institution can empower them to create engaging, inclusive, and transformative learning experiences for students across disciplines and domains. To motivate and inspire students to set ambitious goals, strive for excellence, and take advantage of opportunities for academic and personal growth through competitive exams. To offer guidance, support, and resources to help students prepare effectively for competitive exams and maximize their chances of success.



**IQAC Coordinator, PPSU**

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