

Date: 16-02-2022

**IQAC MEETING**

**CIRCULAR**

This is to inform all the members of the University IQAC committee that a meeting will be scheduled on **24<sup>th</sup> February 2022 at 10:00 am** 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: 24<sup>th</sup> February 2022**

**Venue: Conference Room**

**Time: 10:00 am onwards**

**Meeting Agenda: -**

1. To Discuss NAAC Criteria IV (Infrastructure and Learning Resources)
2. Discuss about improvement of physical facilities
3. To discuss about Library as Learning resource
4. Discuss on IT infrastructure
5. discuss about Maintenance of campus infrastructure
6. To conduct FDP on NEP

**Copy To:**

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



  
**IQAC Coordinator**

**IQAC MEMBER LIST 2022-23**

| Sr No | Name Of the Faculty    | Designation In Institute                                    | Designation In IQAC      |
|-------|------------------------|---|--------------------------|
| 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. Deepak Panwar      | 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        | Principal SOAg  | Research Coordinator     |
| 12.   | Dr. Ashwini Patil      | Associate Professor, SON                                    | Women's Cell coordinator |
| 13.   | Dr. Ashish Mathur      | Professor, SOP  | IQAC Member              |
| 14.   | Mr. Ramraj Malav       | Assistant Professor, SLM                                    | IQAC Member              |
| 15.   | Dr. Aakanksha Wany     | Associate Professor, SOS                                    | IQAC Member              |
| 16.   | Dr. Nehal Suthar       | Associate Professor, SOH                                    | IQAC Member              |
| 17.   | Dr. Sawankumar Patel   | Assistant Professor, SOD                                    | IQAC Member              |
| 18.   | Ms. Renu Kumari        | Assistant Professor, SOD                                    | IQAC Member              |



|     |                       |                               |                                      |
|-----|-----------------------|-------------------------------|--------------------------------------|
| 19. | Miss. Ruchi Gandhi    | Assistant Professor,<br>SOA   | <b>IQAC Member</b>                   |
| 20. | Dr. Tejal Patel       | Associate Professor, SLM      | <b>IQAC Member</b>                   |
| 21. | Mr. Devang Makwana    | Cultural Coordinator          | <b>IQAC Member</b>                   |
| 22. | Mr. Pranay Prasoon    | Sports Officer<br>NSS Officer | <b>IQAC Member</b>                   |
| 23. | Mr. Amir Patel        | Assistant Professor<br>SOE    | <b>Anti-Raging Co-<br/>ordinator</b> |
| 24. | Dr Payal Mehta        | Assistant Professor, SOP      | <b>IQAC Member</b>                   |
| 25. | Mr. Jitendra Sonani   | Industry Person               | <b>IQAC Member</b>                   |
| 26. | Mr. Mitul Ghadiya     | Industry person               | <b>IQAC Member</b>                   |
| 27. | Mr. Ghanshyam Kheni   | Member from society           | <b>IQAC Member</b>                   |
| 28. | Mr. Vallabh Chotani   | Member from society           | <b>IQAC Member</b>                   |
| 29. | Ms. Drashti Prajapati | Alumni Student                | <b>IQAC Member</b>                   |
| 30. | Ms. Pooja Patel       | Alumni Student                | <b>IQAC Member</b>                   |



Date: 16-02-2022

**IQAC MEETING**

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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: 24<sup>th</sup> February 2022**

**Venue: Conference Room**

**Time: 10:00 am onwards**

**Meeting Agenda: -**

1. To Discuss NAAC Criteria IV (Infrastructure and Learning Resources)
2. Discuss about improvement of physical facilities
3. To discuss about Library as Learning resource
4. Discuss on IT infrastructure
5. To discuss about Maintenance of campus infrastructure
6. To conduct FDP on NEP
7. Discussion on Green Audit/Energy Audit

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6. Committee Members
7. Research Coordinator
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**IQAC Coordinator**



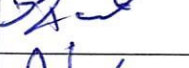





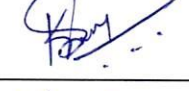


Date: 26<sup>th</sup> February 2022

## Minutes of Meeting


### Conduct of the Meeting:

The 10<sup>th</sup> IQAC Meeting of internal members was conducted on 24<sup>th</sup> February 2022 at 10:00am Conference Room, 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. Deepak Panwar      | 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        | Principal, SOAG   | Research Coordinator  |  |



|     |                          |                               |                              |   |
|-----|--------------------------|-------------------------------|------------------------------|---|
| 12. | Dr. Ashwini Patil        | Associate Professor,<br>SON   | Women's Cell<br>Coordinator  |    |
| 13. | Mr. Ramraj Malav         | Assistant Professor,<br>SLM   | IQAC Member                  |    |
| 14. | Dr. Aakanksha<br>Wany    | Associate Professor,<br>SOS   | IQAC Member                  |    |
| 15. | Dr. Ashish Mathur        | Professor, SOP                | IQAC Member                  |    |
| 16. | Dr. Nehal Suthar         | Associate Professor,<br>SOH   | IQAC Member                  |    |
| 17. | Dr. Sawan kumar<br>Patel | Assistant Professor,<br>SOD   | IQAC Member                  |    |
| 18. | Miss. Renu Kumari        | Assistant Professor,<br>SOD   | IQAC Member                  |    |
| 19. | Dr. Payal Mehta          | Assistant Professor,<br>SOP   | IQAC Member                  |   |
| 20. | Miss. Ruchi Gandhi       | Assistant Professor,<br>SOA   | IQAC Member                  |  |
| 21. | Dr. Tejal Patel          | Associate Professor,<br>SLM   | IQAC Member                  |  |
| 22. | Mr. Devang<br>Makwana    | Cultural Coordinator          | IQAC Member                  |  |
| 23. | Mr. Pranay Prasoon       | Sports Officer<br>NSS Officer | IQAC Member                  |  |
| 24. | Mr. Amir Patel           | Assistant Professor<br>SOE    | Anti-Raging Co-<br>ordinator |  |
| 25. | Mr. Jitendra Sonani      | Industry Person               | IQAC Member                  |  |
| 26. | Mr..Mitul Ghadiya        | Industry person               | IQAC Member                  |  |
| 27. | Mr. Ghanshyam<br>Kheni   | Member from society           | IQAC Member                  |  |
| 28. | Mr. Vallabh<br>Chotani   | Member from society           | IQAC Member                  |  |

EXPLORE  
EXPERIENCE  
EMPOWER

|     |                       |                |                    |                |
|-----|-----------------------|----------------|--------------------|----------------|
| 29. | Ms. Drashti Prajapati | Alumni Student | <b>IQAC Member</b> | <i>Drashti</i> |
| 30. | Ms Pooja Patel        | Alumni Student | <b>IQAC Member</b> | <i>Pooja</i>   |



**Meeting Agenda:**

1. To Discuss NAAC Criteria IV (Infrastructure and Learning Resources)
2. Discuss about improvement of physical facilities
3. To discuss about Library as Learning resource
4. Discuss on IT infrastructure
5. To discuss about Maintenance of campus infrastructure
6. To conduct FDP on NEP
7. Discussion on Green Audit/Energy Audit

**Action taken:**

1. **To discuss the increase in infrastructure facilities and library facilities as Learning Resources (Criteria IV – Infrastructure and Learning Resources):**

**Physical Facilities**-An overview of the institution's current physical facilities was given before the conversation. Participants discussed ways to increase infrastructure, such as classrooms, labs, amusement locations, and facilities for staff and students, and they exchanged ideas about what needs to be improved.

**Library as a Learning Resource**

It was highlighted how essential the library is as a learning resource. Members discussed about efforts to increase the size of the library's collection, make electronic resources easier to use, and establish a setting that is suitable for study and research.

**IT Infrastructure**

The state of the organization's IT infrastructure was discussed. Members discussed about plans to develop and upgrade IT infrastructure, make sure the network is stable, and supply the technology required for administrative and academic tasks.

**Maintenance of Campus Infrastructure**

It was emphasized how crucial it is to regularly maintain the campus infrastructure. To maintain a secure and comfortable learning environment, members discussed about preventive maintenance, repairs, and resource efficiency.

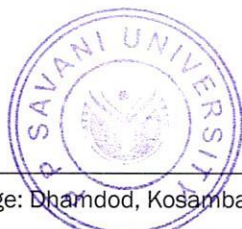
2. **Discuss about improvement of physical facilities:** An assessment of the current physical facilities, including buildings, infrastructure, amenities, and maintenance standards, was conducted. Issues such as infrastructure deficiencies, safety concerns, maintenance backlogs, and accessibility challenges were identified and discussed. Based on the assessment, priority areas for improvement were identified. These may include





building renovations, infrastructure upgrades, facility expansions, landscaping enhancements, and safety improvements.

3. **To discuss about Library as Learning resource:** An assessment of the current library resources, including books, journals, digital databases, and other learning materials, was conducted. The availability, accessibility, and adequacy of library facilities, such as study spaces, computers, and seating arrangements, were also reviewed. Based on the assessment, areas for improvement in library resources and services were identified. These may include expanding the collection of books and digital resources, enhancing digital literacy programs, improving infrastructure and facilities, and optimizing library management systems.
4. **Discuss on IT infrastructure:** The current state of the IT infrastructure was assessed, including hardware, software, networking systems, and security measures. Issues such as outdated equipment, software compatibility issues, network congestion, and cyber security vulnerabilities were identified and discussed. Based on the assessment, priority areas for improvement were identified. These may include upgrading hardware and software, enhancing network bandwidth and reliability, strengthening cyber security measures, and improving user support services.
5. **To discuss about Maintenance of campus infrastructure:** An assessment of the current state of campus infrastructure, including buildings, facilities, utilities, landscaping, and equipment, was conducted. Issues such as wear and tear, structural deficiencies, equipment malfunctions, landscaping neglect, and safety hazards were identified and discussed. Based on the assessment, priority areas for maintenance were identified. These may include repairs to buildings and facilities, upgrades to utilities and equipment, landscaping improvements, and safety enhancements.
6. **To conduct FDP on NEP:** The primary objective of the FDP is to familiarize faculty members with the key provisions, principles, and implications of the New Education Policy (NEP). Secondary objectives may include exploring strategies for aligning teaching practices, curriculum design, and assessment methods with the goals and objectives of the NEP. The content of the FDP will cover various aspects of the NEP, including changes in pedagogy, curriculum frameworks, assessment systems, teacher training, and the integration of vocational education and technology. The FDP will be structured to include lectures, interactive sessions, workshops, case studies, and group discussions to facilitate active engagement and knowledge sharing among participants.
  - a. Suitable resource persons and speakers with expertise in the NEP and related areas will be identified and invited to facilitate sessions during the



- FDP. Consideration will be given to ensuring diversity and inclusivity in the selection of resource persons, representing different perspectives, disciplines, and experiences.
- b. Develop a detailed program schedule outlining the topics, sessions, speakers, and activities planned for the FDP. Ensure alignment with the objectives and target audience of the program.
  - c. Coordinate with relevant departments or organizations to secure necessary resources, including venue arrangements, audio-visual equipment, materials, and logistics support for the smooth conduct of the FDP.
  - d. Promote the FDP among faculty members through various communication channels, including email announcements, posters, social media, and departmental meetings. Encourage active participation and registration.
7. A discussion on Green Audit or Energy Audit could cover various aspects related to assessing and improving energy efficiency and environmental sustainability. It's an examination of energy usage and environmental practices within a facility, organization, or even a community. The purpose is to identify areas where energy is being wasted or environmental impact is significant and suggest improvements to increase efficiency.

**IQAC Coordinator, PPSU**

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3. Deputy Registrar Office
4. All School Principals Office
5. HR Office
6. Committee Members
7. Research Coordinator
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Date: 17-06-2022

**IQAC MEETING**

**CIRCULAR**

This is to inform all the members of the University IQAC committee that a meeting will be scheduled on **23<sup>rd</sup> June 2022 at 10:00 am** 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: 23<sup>rd</sup> June 2022**

**Venue: Conference Room**

**Time: 10:00 am onwards**

**Meeting Agenda: -**

1. To Discuss NAAC Criteria V Discuss Criteria V (Student support and Progression).
2. To discuss about Student Support
3. To discuss Student Participation and Activities
4. To discuss Alumni Engagement
5. To conduct FDP on Soft Skills /personality development

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5. HR Office
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7. Research Coordinator
8. All Cells



  
**IQAC Coordinator**

Date: 25<sup>th</sup> June 2022

## Minutes of Meeting

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

The 11<sup>th</sup> IQAC Meeting of internal members was conducted on 23<sup>rd</sup> June 2022 at 10:00am Conference Room, 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. Deepak Panwar      | 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        | Principal, SOAG   | Research Coordinator     |  |
| 12.   | Dr Ashwini Patil       | Associate Professor, SON                                    | Women's Cell coordinator |  |

|     |                       |                               |                            |                        |
|-----|-----------------------|-------------------------------|----------------------------|------------------------|
| 13. | Dr. Ashish Mathur     | Professor, SOP                | IQAC Member                | <i>AM</i>              |
| 14. | Mr. Ramraj Malav      | Assistant Professor, SLM      | IQAC Member                | <i>Ramraj</i>          |
| 15. | Dr. Aakanksha Wany    | Associate Professor, SOS      | IQAC Member                | <i>Aakanksha</i>       |
| 16. | Dr. Nehal Suthar      | Associate Professor, SOH      | IQAC Member                | <i>Nehal</i>           |
| 17. | Dr. Sawan kumar Patel | Assistant Professor, SOD      | IQAC Member                | <i>Sawan</i>           |
| 18. | Ms. Renu Kumari       | Assistant Professor, SOD      | IQAC Member                | <i>Renu</i>            |
| 19. | Miss. Ruchi Gandhi    | Assistant Professor, SOA      | IQAC Member                | <i>Randhi</i>          |
| 20. | Dr. Tejal Patel       | Associate Professor, SLM      | IQAC Member                | <i>Tejal</i>           |
| 21. | Mr. Devang Makwana    | Cultural Coordinator          | IQAC Member                | <i>Devang</i>          |
| 22. | Mr. Pranay Prasoon    | Sports Officer<br>NSS Officer | IQAC Member                | <i>Pranay</i>          |
| 23. | Mr. Amir Patel        | Assistant Professor<br>SOE    | Anti-Raging Co-coordinator | <i>Amir</i>            |
| 24. | Mr. Jitendra Sonani   | Industry Person               | IQAC Member                | <i>Jitendra Sonani</i> |
| 25. | Mr..Mitul Ghadiya     | Industry person               | IQAC Member                | <i>Mitul</i>           |
| 26. | Mr. Ghanshyam Kheni   | Member from society           | IQAC Member                | <i>Ghanshyam</i>       |
| 27. | Mr. Vallabh Chotani   | Member from society           | IQAC Member                | <i>V.Chotani</i>       |
| 28. | Ms. Drashti Prajapati | Alumni Student                | IQAC Member                | <i>Drashti</i>         |
| 29. | Ms. Pooja Patel       | Alumni Student                | IQAC Member                | <i>Pooja</i>           |

**Meeting Agenda:**

1. To Discuss NAAC Criteria V Discuss Criteria V (Student support and Progression).
2. To discuss about Student Support
3. To discuss Student Participation and Activities
4. To discuss Alumni Engagement
5. To conduct FDP on Soft Skills /personalitydevelopment
6. To conduct Quality Audits- Green audit, Energy Audit, Environment Audit

**Action taken:**

**Following points were discussed in meeting:**

- 1. To discuss the contribution of IQAC in enhancing awareness about Student Support services and its progression (Criteria V – Student Support and Progression) :** Participants reviewed the current student support services available at the institution, including academic advising, counselling, career services, financial aid, and health services. Various challenges faced by students, such as academic stress, mental health issues, financial constraints, and career uncertainties, were discussed.
  - Opportunities for improving and expanding student support services to better meet the evolving needs of students were explored. Efforts will be made to improve communication and outreach to students about available support services and resources.
  - Strategies such as targeted emails, social media campaigns, orientation sessions, and workshops will be implemented to raise awareness and encourage utilization of support services. Feedback mechanisms will be established to solicit input from students and assess the effectiveness of communication and outreach efforts.
  - Members discussed how IQAC may help raise awareness of the range of student support services that are available, including as academic help, career guidance, and academic assistance.
- 2. Student Participation and Activities :** Members to review the current landscape of cultural, sports, and extracurricular activities available to students, including clubs, organizations, events, and initiatives. Various factors influencing student participation



in these activities, such as awareness, accessibility, interest, scheduling, and incentives, were discussed. Opportunities for promoting and diversifying cultural, sports, and extracurricular offerings to cater to the interests and needs of a diverse student body were explored. It was decided to enhance promotion and outreach efforts to increase awareness of cultural, sports, and extracurricular activities among students.

- Strategies such as targeted marketing campaigns, social media engagement, campus-wide announcements, and orientation sessions will be implemented to promote activities and encourage participation. Collaboration with student leaders, faculty advisors, and campus departments will be leveraged to amplify promotion and outreach efforts. Efforts will be made to diversify cultural, sports, and extracurricular offerings to appeal to a broader spectrum of student interests and backgrounds. Feedback mechanisms, surveys, and focus groups will be utilized to gather input from students and identify areas for new activities or enhancements to existing ones.

- 3. Student participation in Academic activities:** Participants reviewed the current level of student participation in conferences, quizzes, and events and identified areas for improvement. Various benefits of student involvement in such activities, including enhancing subject knowledge, developing critical thinking skills, fostering teamwork, and building confidence, were discussed. Opportunities for promoting and diversifying participation in conferences, quizzes, and events across different disciplines and interest areas were explored.

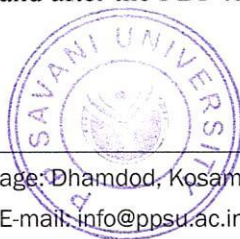
Collaboration with student clubs, academic departments, and faculty members will be encouraged to maximize participation and engagement in activities. Efforts will be made to diversify the range of conferences, quizzes, and events offered to cater to the diverse interests and preferences of students. New initiatives, themes, and formats for events will be explored to attract participation from students across different academic disciplines and backgrounds. Collaboration with external organizations, industry partners, and alumni networks will be explored to enhance the quality and relevance of events and provide networking opportunities for students.

- 4. To discuss Alumni Engagement :** Participants reviewed the current state of alumni engagement efforts, including existing alumni networks, events, communication channels, and initiatives. Various opportunities and benefits of alumni engagement were discussed, such as mentorship programs, career support, fundraising efforts, and advocacy for the institution. Challenges and barriers to alumni engagement, such as limited participation, communication gaps, and resource constraints, were identified



and discussed. It was decided to update and maintain an alumni database to facilitate communication and outreach efforts.

- Efforts will be made to collect updated contact information, career updates, and interests/preferences from alumni through surveys, social media, and alumni events. Regular communication channels, such as newsletters, email updates, social media groups, and alumni websites, will be utilized to keep alumni informed about news, events, and opportunities related to the institution. A calendar of alumni events and programs will be developed and promoted to encourage alumni participation and engagement.
  - Events may include reunions, networking mixers, professional development workshops, guest speaker series, and volunteer opportunities. Special consideration will be given to the interests and needs of different alumni segments, such as recent graduates, established professionals, and retirees, when planning events and programs.
- 5. To conduct FDP on Soft Skills /personality development:** Participants discussed the importance of soft skills and personality development for faculty members in enhancing teaching effectiveness, communication skills, leadership qualities, and overall professional growth. Various topics and modules related to soft skills and personality development, such as communication skills, interpersonal skills, time management, stress management, and emotional intelligence, were identified for inclusion in the FDP. Considerations such as the format, duration, scheduling, resource persons, and evaluation methods for the FDP were discussed to ensure its effectiveness and relevance to the needs of faculty members. It was decided to develop a comprehensive curriculum for the FDP, comprising modules on various soft skills and personality development topics relevant to the needs of faculty members.
- Modules will be designed to include interactive sessions, case studies, role-plays, group discussions, and experiential learning activities to enhance participant engagement and learning outcomes. Subject matter experts, experienced trainers, and faculty members with expertise in relevant areas will be invited to facilitate sessions and share insights during the FDP. Logistics arrangements, including venue booking, audiovisual equipment, materials preparation, and catering services, will be coordinated by the organizing committee.
  - Communication channels, such as email notifications, posters, and website updates, will be utilized to inform faculty members about the FDP schedule, registration process, and other relevant details. Feedback mechanisms will be established to gather input from participants before, during, and after the FDP to assess its effectiveness and identify areas for improvement.





**6. To conduct Quality Audits- Green audit, Energy Audit, Environment Audit :** The objective of the meeting was to discuss and plan the conduct of quality audits, including Green Audit, Energy Audit, and Environment Audit, to assess and improve sustainability practices within the institution. Participants reviewed the importance of conducting quality audits to evaluate the institution's environmental performance, energy efficiency, and compliance with regulatory standards. Various aspects of the audits, such as scope, methodology, documentation, data collection, analysis, and reporting, were discussed to ensure comprehensive and effective assessment. Opportunities for identifying areas of improvement and implementing sustainable practices based on audit findings were explored to minimize environmental impact and optimize resource utilization.

- It was decided to conduct a series of quality audits, including Green Audit, Energy Audit, and Environment Audit, to assess different aspects of sustainability within the institution. The audits will focus on areas such as energy consumption, waste management, water usage, air quality, transportation practices, and compliance with environmental regulations. Clear objectives and criteria will be established for each audit to guide data collection, analysis, and evaluation processes. An audit team comprising qualified personnel, including environmental experts, energy engineers, facilities managers, and administrative staff, will be assembled to conduct the audits.
- Adequate resources, including funding, equipment, software tools, and administrative support, will be allocated to ensure the successful implementation of the audits.
- This discussion outlines the decisions made, action items assigned, and next steps regarding the discussion and enhancement of student support services. It provides a structured approach for addressing the diverse needs of students and fostering their success and well-being. This format outlines the decisions made, action items assigned, and next steps regarding the discussion and enhancement of student participation in cultural, sports, and extracurricular activities. It provides a structured approach for promoting engagement and fostering a vibrant campus community. This format outlines the decisions made, action items assigned, and next steps regarding conducting a Faculty Development Program (FDP) on Soft Skills/Personality Development. It provides a structured approach for planning and organizing the FDP to enhance the professional development of faculty members. This format outlines the decisions made, action items assigned, and next steps regarding actively engaging students in conferences, quizzes, and various events. It provides a structured approach for promoting student involvement and enriching their learning experience through



participation in extracurricular activities. This format outlines the decisions made, action items assigned, and next steps regarding the conduct of quality audits, including Green Audit, Energy Audit, and Environment Audit, within the institution. It provides a structured approach for assessing sustainability practices and promoting environmental stewardship.



**IQAC Coordinator, PPSU**

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1. Provost Office
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5. HR Office
6. Committee Members
7. Research Coordinator
8. All Cells



Date: 20-12-2022

**IQAC MEETING**

**CIRCULAR**

This is to inform all the members of the University IQAC committee that a meeting will be scheduled on **26<sup>th</sup> December 2022 at 10:00 am** 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: 26<sup>th</sup> December 2022**

**Venue: Conference Room**

**Time: 10:00 am onwards**

**Meeting Agenda: -**

1. To discuss about NAAC Criteria VI
2. To discuss Faculty Empowerment Strategies
3. To discuss Internal Quality Assurance Cell (IQAC)
4. To discuss NAAC criteria VII
5. To explain and discuss about Best Practices
6. To discuss Institutional Distinctiveness
7. Discussion on conducting FDP on soft skills/ Personality development.

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**IQAC Coordinator**

Date: 29<sup>th</sup> December 2022


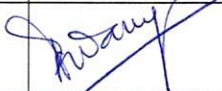
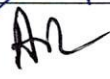
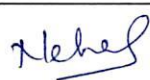




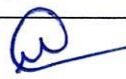


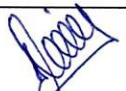
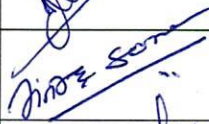

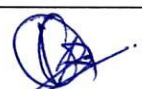
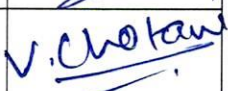
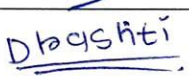
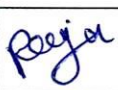
## Minutes of Meeting

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

The 12<sup>th</sup> IQAC Meeting of internal members was conducted on 26<sup>th</sup> December 2022 at 10:00 am Conference Room, 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. Deepak Panwar      | 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        | Principal SOAg  | Research Coordinator     |  |
| 12.   | DrAshwiniPatil         | Associate Professor, SON                                    | Women's Cell coordinator |  |

|     |                          |                               |                              |   |
|-----|--------------------------|-------------------------------|------------------------------|---|
| 13. | Mr. Ramraj Malav         | Assistant Professor,<br>SLM   | IQAC Member                  |    |
| 14. | Dr Aakanksha<br>Wany     | Associate Professor,<br>SOS   | IQAC Member                  |    |
| 15. | Dr Ashish Mathur         | Professor, SOP                | IQAC Member                  |    |
| 16. | Dr Nehal Suthar          | Associate Professor,<br>SOH   | IQAC Member                  |    |
| 17. | Dr. Sawan kumar<br>Patel | Assistant Professor,<br>SOAG  | IQAC Member                  |    |
| 18. | Ms. Renu Kumari          | Assistant Professor,<br>SOD   | IQAC Member                  |    |
| 19. | Dr. Payal Mehta          | Assistant Professor,<br>SOP   | IQAC Member                  |    |
| 20. | Miss. Ruchi Gandhi       | Assistant Professor,<br>SOA   | IQAC Member                  |   |
| 21. | Dr. Tejal Patel          | Associate Professor,<br>SLM   | IQAC Member                  |  |
| 22. | Mr. Devang<br>Makwana    | Cultural Coordinator          | IQAC Member                  |  |
| 23. | Mr. Pranay Prasoon       | Sports Officer<br>NSS Officer | IQAC Member                  |  |
| 24. | Mr. Amir Patel           | Assistant Professor<br>SOE    | Anti-Raging Co-<br>ordinator |  |
| 25. | Mr. Jitendra Sonani      | Industry Person               | IQAC Member                  |  |
| 26. | Mr. Mitul Ghadiya        | Industry person               | IQAC Member                  |  |
| 27. | Mr. Ghanshyam<br>Kheni   | Member from society           | IQAC Member                  |  |
| 28. | Mr. Vallabh<br>Chotani   | Member from society           | IQAC Member                  |  |
| 29. | Ms. Drashti<br>Prajapati | Alumni Student                | IQAC Member                  |  |
| 30. | Ms. Pooja Patel          | Alumni Student                | IQAC Member                  |  |

**Meeting Agenda:**

1. To Discuss NAAC Criteria VI
2. To discuss Faculty Empowerment Strategies
3. To discuss Internal Quality Assurance System (IQAS)
4. To discuss NAAC criteria VII
5. To explain and discuss about Best Practices
6. To discuss Institutional Distinctiveness
7. Discussion on conducting FDP on soft skills/ Personality development.

**Action taken:**

**Following points were discussed in meeting:**

- **To Discuss NAAC Criteria VI:** Various aspects of governance, including administrative structure, decision-making processes, transparency, accountability, and institutional leadership, were discussed. Opportunities for strengthening governance mechanisms, improving leadership effectiveness, and enhancing management practices were explored to align with NAAC standards and ensure institutional excellence. It was decided to review and evaluate the institution's governance structure, policies, and procedures to ensure alignment with NAAC standards and best practices. Emphasis will be placed on enhancing transparency, accountability, and stakeholder participation in decision-making processes.
- **Leadership Development and Capacity Building:** Leadership development programs and capacity-building initiatives will be organized to empower institutional leaders, administrators, and managers. Training sessions, workshops, seminars, and coaching sessions will be offered to enhance leadership skills, strategic planning capabilities, and organizational effectiveness.
- **Management Practices and Quality Assurance:** Quality assurance mechanisms will be strengthened to monitor and evaluate management practices across various functional areas within the institution. Regular assessments, audits, and reviews will be conducted to identify areas for improvement and ensure compliance with quality standards and benchmarks. It was decided to review and evaluate the institution's governance structure, policies, and procedures to ensure alignment with NAAC standards and best practices. Emphasis will be placed on enhancing transparency, accountability, and stakeholder participation in decision-making processes.



- **Leadership Development and Capacity Building:** Leadership development programs and capacity-building initiatives will be organized to empower institutional leaders, administrators, and managers. Training sessions, workshops, seminars, and coaching sessions will be offered to enhance leadership skills, strategic planning capabilities, and organizational effectiveness.
  - **Management Practices and Quality Assurance:** Quality assurance mechanisms will be strengthened to monitor and evaluate management practices across various functional areas within the institution.
  - Regular assessments, audits, and reviews will be conducted to identify areas for improvement and ensure compliance with quality standards and benchmarks.
- **Faculty Empowerment Strategies:** Participants reviewed the current state of faculty empowerment initiatives and identified areas for improvement and enhancement. Various strategies for faculty empowerment were discussed, including professional development opportunities, mentoring programs, recognition and rewards systems, workload management, and supportive work environments.

Considerations such as faculty feedback, institutional resources, faculty workload, and alignment with institutional goals were taken into account when discussing potential strategies. Mentoring programs will be established to provide guidance, support, and career advice to junior faculty members and facilitate their integration into the academic community. This format outlines the decisions made, action items assigned, and next steps regarding Faculty Empowerment Strategies. It provides a structured approach for supporting faculty members' professional growth and enhancing their overall satisfaction and effectiveness within the institution.

- **Financial Management and Resource Mobilization**

Conversation about resource mobilization and financial management. Members talked about how to best use available funds, obtain financing from other sources, and allocate resources to encourage infrastructure and academic projects.

**3. Internal Quality Assurance Cell (IQAC):** Participants reviewed the role and responsibilities of the IQAC as per regulatory guidelines and institutional objectives. Various functions and activities of the IQAC, including assessment and accreditation, quality improvement initiatives, feedback mechanisms, and institutional research, were discussed. Opportunities for strengthening the IQAC's effectiveness and aligning its activities with institutional goals and accreditation requirements were explored.

- a. It was decided to develop an Annual Quality Assurance Plan outlining the IQAC's activities, targets, timelines, and resources for the upcoming academic year. The plan will



incorporate components such as academic audits, curriculum review, faculty development programs, student feedback mechanisms, and outcome-based assessments.

- b. **Quality Metrics and Key Performance Indicators (KPIs):** Quality metrics and KPIs will be established to monitor and evaluate the effectiveness of IQAC initiatives and the overall quality performance of the institution. Data collection methods, benchmarking criteria, and reporting mechanisms will be defined to facilitate the assessment and analysis of quality indicators.

• **Stakeholder Engagement and Communication:**

- a. Efforts will be made to enhance stakeholder engagement and communication regarding IQAC activities, objectives, and outcomes. Regular updates, reports, and feedback sessions will be organized to involve faculty, staff, students, and other stakeholders in quality assurance processes and decision-making.

**4. To discuss NAAC criteria VII:** Participants reviewed the specific requirements and indicators outlined under NAAC Criteria VII, which assess institutional values, ethics, and practices related to promoting societal and human values. Various aspects of institutional values and ethics, including integrity, transparency, accountability, respect for diversity, social responsibility, and environmental sustainability, were discussed.

- Opportunities for promoting and embedding ethical values and practices within the institution's policies, programs, and activities were explored to align with NAAC standards and foster a culture of integrity and responsibility. It was decided to review and update the institution's values statement and code of ethics to reflect its commitment to promoting ethical behaviour and moral values among students and staff.
- Emphasis will be placed on articulating clear expectations, standards, and guidelines for ethical conduct and decision-making across all levels of the institution.
- **Integration of Values Education:** Values education programs and activities will be integrated into the curriculum and co-curricular activities to instil ethical values, social responsibility, and civic engagement among students. Strategies such as case studies, role-plays, community service projects, and guest lectures will be utilized to facilitate discussions and reflections on ethical dilemmas and moral responsibilities.
- **Promotion of Diversity and Inclusivity:** Efforts will be made to promote diversity, inclusivity, and cultural sensitivity within the institution's policies, practices, and programs. Initiatives such as diversity training, cultural awareness workshops, and inclusive policies will be implemented to create a welcoming and supportive environment for students and staff from diverse backgrounds.
- **To explain and discuss about Best Practices:** Participants shared insights and experiences regarding successful practices and initiatives implemented within the university that have contributed to its success and reputation. Various areas of focus, such as teaching and learning, research, student support services, governance, community engagement, and sustainability, were discussed to identify exemplary practices. Considerations such as





innovation, impact, scalability, sustainability, and alignment with institutional values and goals were taken into account when evaluating best practices.

- **Documentation and Dissemination:** It was decided to document identified best practices systematically, including their objectives, implementation strategies, outcomes, and lessons learned. A repository or database will be created to catalog best practices and make them accessible to the university community for reference and inspiration.
- **Continuous Improvement:** Emphasizing the importance of continuous improvement, it was decided to encourage ongoing reflection, evaluation, and refinement of practices to adapt to changing needs and emerging challenges. Feedback mechanisms will be established to solicit input from stakeholders and assess the effectiveness and relevance of implemented practices over time.
- **To discuss Institutional Distinctiveness:** participants engaged in a brainstorming session to identify the key attributes, characteristics, and strengths that set the university apart from other institutions. Various aspects of university distinctiveness, including academic programs, research initiatives, student experience, institutional culture, values, and contributions to the community, were discussed. Considerations such as historical background, geographic location, institutional heritage, partnerships, and strategic priorities were taken into account when defining the university's distinctiveness.

This meeting concludes the decisions made, action items assigned, and next steps regarding NAAC Criteria VI. It provides a structured approach for addressing governance, leadership, and management aspects within the institution to meet accreditation standards and ensure institutional effectiveness. The decisions were made on action items assigned, and next steps regarding Faculty Empowerment Strategies. It provides a structured approach for supporting faculty members' professional growth and enhancing their overall satisfaction and effectiveness within the institution.

The decisions made, action items assigned, and next steps regarding the Internal Quality Assurance Cell (IQAC). It provides a structured approach for ensuring the effectiveness of quality assurance processes and continuous improvement efforts within the institution. This format outlines the decisions made, action items assigned, and next steps regarding NAAC Criteria VII. It provides a structured approach for promoting institutional values, ethics, and integrity within the institution to meet accreditation standards and contribute to holistic student development. This format outlines the decisions made, action items assigned, and next steps regarding the identification, documentation, and dissemination of best practices within the university. It provides a structured approach for recognizing, sharing, and leveraging successful initiatives to enhance institutional effectiveness and excellence. This format outlines the decisions made, action items assigned, and next steps regarding University distinctiveness. It provides a structured approach for defining,



EXPLORE  
EXPERIENCE  
EMPOWER

promoting, and leveraging the unique strengths and attributes of the university to enhance its reputation and impact.



**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

