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 **23rd 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: 23rd 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

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: 25th June 2022

Minutes of Meeting

Conduct of the Meeting:

The 11th IQAC Meeting of internal members was conducted on **23rd 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.	DrBindesh 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. Aakaknsha Wany	Associate Professor, SOS	**IQAC Member**	
16.	Dr. Nehal Suthar	Associate Professor, SOH	**IQAC Member**	
17.	Dr. Sawan kumar Patel	Assistant Professor, SOD	**IQAC Member**	
18.	Ms. Renu Kumari	Assistant Professor, SOD	**IQAC Member**	
19.	Miss. Ruchi Gandhi	Assistant Professor, SOA	**IQAC Member**	
20.	Dr. Tejal Patel	Associate Professor, SLM	**IQAC Member**	
21.	Mr. Devang Makwana	Cultural Coordinator	**IQAC Member**	
22.	Mr. Pranay Prasoon	Sports Officer NSS Officer	**IQAC Member**	
23.	Mr. Amir Patel	Assistant Professor SOE	**Anti-Raging Co-coordinator**	
24.	Mr. Jitendra Sonani	Industry Person	**IQAC Member**	
25.	Mr..Mitul Ghadiya	Industry person	**IQAC Member**	
26.	Mr. Ghanshyam Kheni	Member from society	**IQAC Member**	
27.	Mr. Vallabh Chotani	Member from society	**IQAC Member**	
28.	Ms. Drashti Prajapati	Alumni Student	**IQAC Member**	
29.	Ms. Pooja Patel	Alumni Student	**IQAC Member**	

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.
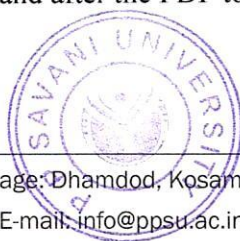
6. **To conduct Quality Audits- Green audit, Energy Audit, Environment Audit :** The objective of the meeting was to discuss and plan the conduct of quality audits, including Green Audit, Energy Audit, and Environment Audit, to assess and improve sustainability practices within the institution.Participants 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

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