

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 **26th 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: 26th 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.

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: 29th December 2022

Minutes of Meeting

Conduct of the Meeting:

The 12th IQAC Meeting of internal members was conducted on 26th 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, SLM	IQAC Member	<i>Ramraj</i>
14.	Dr Aakanksha Wany	Associate Professor, SOS	IQAC Member	<i>Aakanksha</i>
15.	Dr Ashish Mathur	Professor, SOP	IQAC Member	<i>AM</i>
16.	Dr Nehal Suthar	Associate Professor, SOH	IQAC Member	<i>Nehal</i>
17.	Dr. Sawan kumar Patel	Assistant Professor, SOAG	IQAC Member	<i>Sawan</i>
18.	Ms. Renu Kumari	Assistant Professor, SOD	IQAC Member	<i>Renu</i>
19.	Dr. Payal Mehta	Assistant Professor, SOP	IQAC Member	<i>Payal</i>
20.	Miss. Ruchi Gandhi	Assistant Professor, SOA	IQAC Member	<i>Randhi</i>
21.	Dr. Tejal Patel	Associate Professor, SLM	IQAC Member	<i>Tejal</i>
22.	Mr. Devang Makwana	Cultural Coordinator	IQAC Member	<i>Devang</i>
23.	Mr. Pranay Prasoon	Sports Officer NSS Officer	IQAC Member	<i>Pranay</i>
24.	Mr. Amir Patel	Assistant Professor SOE	Anti-Raging Co- ordinator	<i>Amir</i>
25.	Mr. Jitendra Sonani	Industry Person	IQAC Member	<i>Jitendra Sonani</i>
26.	Mr. Mitul Ghadiya	Industry person	IQAC Member	<i>Mitul</i>
27.	Mr. Ghanshyam Kheni	Member from society	IQAC Member	<i>Ghanshyam</i>
28.	Mr. Vallabh Chotani	Member from society	IQAC Member	<i>V. Chotani</i>
29.	Ms. Drashti Prajapati	Alumni Student	IQAC Member	<i>Drashti</i>
30.	Ms. Pooja Patel	Alumni Student	IQAC Member	<i>Pooja</i>

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,



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



Date: 20-05-2023

PROGRAM REPORT

Name of Program: Training Program on “Soft Skills & Personality Development”

Convenor: HR, PPSU

Date: 15-05-2023 to 19-05-2023

Venue: Auditorium, PPSU

No. of Participants: 325

Trainer:

1. Namsvi Patel: A skilled public speaking trainer, Namsvi Patel empowers individuals to communicate with confidence and impact. With tailored coaching sessions, she instills effective speaking techniques and cultivates persuasive communication skills, helping her clients excel in various personal and professional endeavors.
2. Madhavi Patel: As a seasoned personality coach, Madhavi Patel guides individuals towards self-discovery and personal growth. Through personalized sessions, she empowers clients to unlock their full potential, enhance self-awareness, and develop a compelling presence. Madhavi's holistic approach fosters confidence and authenticity in her clients' personal and professional lives.
3. Dr. Arayan Shah: Dr. Arayan Shah serves as the esteemed Principal at Satyamev Jayate International School, where he leads with vision and integrity. Committed to holistic education, he fosters a nurturing environment that promotes academic excellence and character development. Dr. Shah's leadership inspires students and staff alike to strive for excellence.
4. Shivani Jha: A dynamic motivational speaker, Shivani Jha ignites passion and purpose in her audiences. With captivating storytelling and practical insights, she empowers individuals to overcome challenges, embrace change, and pursue their dreams with determination. Shivani's motivational talks leave a lasting impact, inspiring positive transformation in her listeners.
5. Ridhi Bafna: Ridhi Bafna is a compassionate life coach dedicated to guiding individuals towards fulfillment and happiness. Through personalized coaching sessions, she helps clients clarify their goals, overcome obstacles, and create meaningful changes in their lives. Ridhi's empathetic approach and strategic guidance empower her clients to live authentically and achieve their aspirations.

Objective:

The objective of the 5 Days Training Program on Soft Skills & Personality Development for non-teaching and technical staff in an Indian university is to enhance the professional and interpersonal skills of the participants. The program aims to provide comprehensive training in soft skills, communication, and personality development, equipping the staff with the tools needed to excel in their roles and contribute positively to the overall work environment.



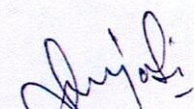
EXPLORE
EXPERIENCE
EMPOWER

Outcome:

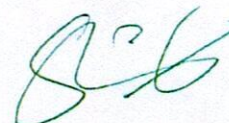
Throughout the training program, non-teaching and technical staff members have developed a range of essential soft skills and honed their personality traits. Participants now exhibit improved communication skills, including effective verbal and written communication, fostering clearer and more efficient workplace interactions. The training has contributed to the enhancement of interpersonal skills, teamwork, and conflict resolution capabilities, creating a more collaborative and harmonious work environment. Additionally, the focus on personality development has resulted in increased self-confidence and adaptability among the staff, enabling them to navigate challenges with resilience. This program has not only elevated the professional competence of the non-teaching and technical staff but have also positively impacted the overall organizational culture within the university.



Soft Skills & Personality Development held on 19-05-2023

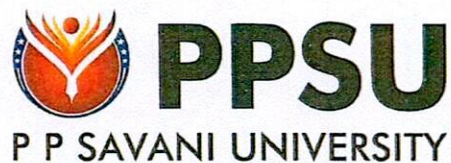


Convenor



Registrar
Registrar
P P Savani University

EXPLORE
EXPERIENCE
EMPOWER



Date: 14-04-2023

PERMISSION LETTER

To,
The Registrar,
P P Savani University

Subject: Requesting Permission for Conducting a Five Day Training Program on “Soft Skills & Personality Development.”

Respected Sir,

P P Savani University has planned to organize a five days Training Program on “Soft Skills & Personality Development” from 15-05-2023 to 19-05-2023 in the Auditorium, PPSU. Kindly grant us permission to do the same.

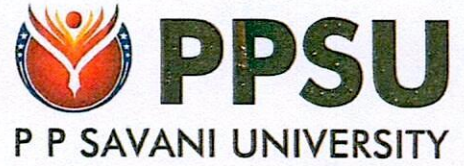
Thank You.


Event Convenor




Registrar
Registrar
P P Savani University

EXPLORE
EXPERIENCE
EMPOWER



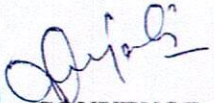
Date: 01-05-2023

CIRCULAR

This is to inform you that the university is conducting a Five Days Training program titled "Soft Skills & Personality Development" from 15 May 2023 to 19 May 2023. All the interested members of the faculty and members of staff are requested to register with the event coordinator HR. The last date for registration is 13-05-2023.

Copy to:

1. Principals
2. Provost
3. Registrar
4. IQAC


CONVENOR



PROGRAM SCHEDULE

Day 1: Foundation of Soft Skills

Morning Session: 9:00am - 12:00pm - Introduction to Soft Skills - Importance of Soft Skills in Personal and Professional Growth

Afternoon Session: 1:00pm - 4:30pm - Effective Communication Skills - Verbal and Non-Verbal Communication

Day 2: Interpersonal Skills

Morning Session: 9:00am - 12:00pm - Building Positive Relationships - Active Listening and Feedback Techniques

Afternoon Session: 1:00pm - 4:30pm - Conflict Resolution - Empathy and Emotional Intelligence

Day 3: Personal Branding

Morning Session: 9:00am - 12:00pm - Understanding Personal Branding - Developing a Unique Personal Brand

Afternoon Session: 1:00pm - 4:30pm - Online Presence and Social Media Etiquette - Workshop: Creating Your Elevator Pitch

Day 4: Presentation and Public Speaking

Morning Session: 9:00am - 12:00pm - Structuring a Presentation - Overcoming Public Speaking Anxiety

Afternoon Session: 1:00 PM - 4:30 PM - Effective Use of Visual Aids - Practice Sessions and Feedback

Day 5: Professional Etiquette and Networking

Morning Session: 9:00 AM - 12:00 PM - Business Etiquette and Professionalism - Networking Strategies for Career Growth

Afternoon Session: 1:00 PM - 4:30 PM - Mock Networking Event - Closing Remarks and Certificates Distribution



P P SAVANI UNIVERSITY

Training Program on Soft Skills & Personality Development

15th to 19th May, 2023 Time: 9.00am to 4.00pm

Venue: University Auditorium



**Convenor
HR Head**

P P Savani University

NH 8, GETCO, Near Biltech, Dhamdod,

Contact for Registration

HR Department

Email id: hr@ppsu.ac.in



ABOUT PPSU:

P P Savani Group has been the source of educational inspiration for the generations for more than 30 years. Launched in 1987, P P Savani Education Trust was initiated with a school. Today, the trust has expanded itself over the years with a group of schools not only in the district of Surat but also across Gujarat with the student strength of more than 45,000. In 2016, the Trust expanded its horizon with the launch of P P Savani Knowledge City - an initiative in higher education to align with global standards of excellence. Presently, the university fosters an aspiration to attract the best talent pool not only from Gujarat but also nationwide. The University also believes in strong conviction in the holistic development of the students through sports, cultural and recreational activities in the campus. The University is nestled in the outskirts of the city and the ambience proves to be an inspiration to the inquisitive minds.

PROGRAM OBJECTIVES

Designed to enhance communication, leadership, and interpersonal skills, this program equips you with the tools to excel both personally and professionally. Elevate your confidence and emotional intelligence, paving the way for success in any endeavor. Join us for a transformative learning experience!



Trainers

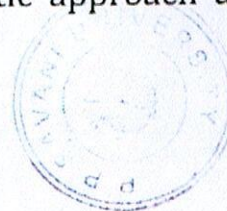
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PPSU

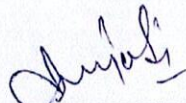
P P SAVANI UNIVERSITY

CERTIFICATE of Appreciation

This certificate is proudly presented to

KULDEEP YADAV

for attending Five Days Training Program on “**Soft Skills & Personality Development**” organized from 15/05/2023 to 19/05/2023 at P P Savani University


CONVENOR




REGISTRAR



PPSU

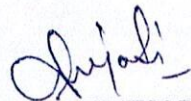
P P SAVANI UNIVERSITY

CERTIFICATE of Appreciation

This certificate is proudly presented to

ADITI J. MANKAD

for attending Five Days Training Program on “**Soft Skills & Personality Development**” organized from 15/05/2023 to 19/05/2023 at P P Savani University



CONVENOR





REGISTRAR



PPSU

P P SAVANI UNIVERSITY

CERTIFICATE of Appreciation

This certificate is proudly presented to

MOHAMEDFAIYAZ A. SHAIKH

for attending Five Days Training Program on “**Soft Skills & Personality Development**” organized from 15/05/2023 to 19/05/2023 at P P Savani University

A handwritten signature in black ink, appearing to be 'Shafiq'.

CONVENOR



A handwritten signature in green ink, appearing to be 'S. S.'.

REGISTRAR