

S.P.B. PATEL ENGINEERING COLLEGE



IQAC MINUTES OF MEETING (MOM)

- 1. ACADEMIC YEAR 2021**
- 2. ACADEMIC YEAR 2022**
- 3. ACADEMIC YEAR 2023**

Minutes of Meeting - Constitution of IQAC Committee

The 1st meeting of the IQAC was held on 18th June 2021 which was attended by the following members :

1. Dr. Narshi Sherasia – Principal
2. Dr. Gulab Bambhaniya – H&S Department
3. Mr. Bimal Trivedi – Industry Expert
4. Mr. Dipak Dadia – Industry Expert
5. Mr. Dipak Patel – I/c Registrar
6. Prof. Chitrlekha Nahar – Mechanical Department
7. Prof. Jaimin Jani – Computer Department
8. Prof. Akshay Kansara – IT Department
9. Prof. Ekta Joshi – Computer Department
10. Prof. Nirav Joshi – Electrical Department
11. Prof. Jignesh Kadia – Electrical Department
12. Prof. Avani Dedhia – Civil Department
13. Prof. Kunalsinh Kathia – Mechanical Department

The following members could not attend the meeting:

1. Mr. Manish Sanghani - Trustee

1. Introduction:

Dr. Narshi Sherasia, Principal, Chairman of the IQAC welcomed the members for the first meeting of the IQAC. He emphasized the significance of forming the IQAC, highlighting the pivotal role it would play in fostering a culture of

quality, accountability, and continuous improvement. Thereafter, the agenda items were taken for consideration as under:

2. Rationale for IQAC:

Dr. Narshi Sherasia, conveyed the need for the establishment of an Internal Quality Assurance Cell (IQAC). He shared that the IQAC serves as a mechanism to enhance the overall quality of education and optimize the functioning of the institution. He also said that the IQAC would foster a culture of excellence, helping the institution remains responsive to the dynamic needs of students, faculty, and other stakeholders.

3. Discussion on IQAC Objectives:

The members had discussion, on the common objectives of the IQAC, and there was a consensus on the Primary Objectives of IQAC as under :

- Develop and maintain quality benchmarks in academic and administrative processes.
- Ensure continuous improvement in teaching, learning, research, and governance.
- Monitor and evaluate the effectiveness of institutional functions and programs.
- Foster a culture of innovation, excellence, and quality consciousness.
- Facilitate internal and external reviews to ensure compliance and transparency.
- Engage stakeholders in quality enhancement through feedback and consultations.
- Support faculty and staff professional development for improved competencies.
- Establish data-driven mechanisms for evidence-based decision-making.
- Enhance institutional reputation and competitiveness through accreditation and recognition efforts.

Dr. Narshi Sherasia, outlined the next steps for the IQAC Committee, including the development of policies for effective monitoring mechanisms.



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ENGINEERING COLLEGE
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The meeting ended with a vote of thanks, expressing gratitude for the commitment of all members and urged their dedication for smooth functioning of the IQAC Committee.

Prof. Akshay Kansara
(Member Secretary)

Dr. Narshi Sherasia
(Chairperson)



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Minutes of Meeting – 2nd IQAC Meeting

The 2nd meeting of the IQAC was held on 20th December 2021 wherein the following members were present:

1. Dr. Narshi Sherasia – Principal
2. Dr. Gulab Bambhaniya – H&S Department
3. Mr. Manish Sanghani - Trustee
4. Mr. Dipak Dadia – Industry Expert
5. Mr. Dipak Patel – I/c Registrar
6. Prof. Akshay Kansara – IT Department
7. Prof. Ekta Joshi – Computer Department
8. Prof. Nirav Joshi – Electrical Department
9. Prof. Jignesh Kadia – Electrical Department
10. Prof. Kunalsinh Kathia – Mechanical Department
11. Prof. Avani Dedhia – Civil Department

The following members could not attend the meeting:

1. Mr. Bimal Trivedi – Industry Expert
2. Prof. Chitrlekha Nahar – Mechanical Department
3. Prof. Jaimin Jani – Computer Department

The chairman welcomed all members and thereafter the discussions were held on the following agenda points:

1. Defining Aims & Objectives
2. Academic Calendar Finalization
3. Preparation of Vision and Mission for Each Department
4. Department-Wise Planning for Events
5. Prioritization of Quality Parameters



1. Defining Aims & Objectives:

The committee members were unanimous that aims and objectives are to be in alignment with the broader institutional goals. The Chairman placed a strong emphasis on fostering a culture of self-evaluation, continuous improvement, and responsiveness to stakeholder needs to ensure overall academic excellence.

2. Academic Calendar Finalization:

The committee urged the HODs to meticulously review and finalize the academic calendar, ensuring communication of key dates, events, examinations, and holidays to all concerned.

3. Preparation of Vision and Mission for Each Department:

The committee requested HODs to initiate the process of developing specific Vision and Mission statements for their department. They were requested to ensure that statements align with overall institutional goals and values.

4. Department-Wise Planning for Events:

To enrich the educational experience, it was discussed that all departments devise plans for workshops, expert talks, visits, and events. The goal is to create an engaging and interdisciplinary environment conducive to holistic learning.

There was a detailed discussion regarding the imperative need to prioritize certain quality parameters for enhancing the overall quality of academics to align with the parameters established by the National Assessment and Accreditation Council (NAAC). The identified quality parameters will serve as a comprehensive framework to guide and facilitate the ongoing efforts toward elevating the institute's academic standards.

The following parameters were discussed:

1. New Teaching Methodologies:

- Implementation and promotion of innovative teaching methods such as flipped classrooms and experiential learning to enhance student engagement.

2. Green Initiatives:

- Introduction of sustainable practices and eco-friendly policies within the campus to foster a culture of environmental responsibility.

3. Promotion of Research Papers:

- Encouragement and support for faculty and students to actively participate in research activities and publish in reputable journals.

4. Establishment of Entrepreneurship Cell:

- Creation of an Entrepreneurship Cell to nurture entrepreneurial spirit among students, providing mentorship and resources.

5. Technology Integration:

- Integration of cutting-edge technologies into the teaching-learning process to prepare students for the digital era.

6. Faculty Development Programs (FDP):

- Conduct of FDPs to enhance teaching methodologies and subject knowledge.

7. Industry-Academia Collaboration:

- Strengthening ties with industries to facilitate collaborative projects, internships, workshop and seminar.

8. Student Support Services:

- Enhancement and expansion of support services for students, including counselling and skill development programs.

9. Inclusive Education:

- Implementation of inclusive education practices, ensuring accessibility for students with diverse learning needs.

10. Continuous Assessment and Feedback:

- Implementation of regular assessment mechanisms and solicitation of feedback to adapt teaching and administrative strategies.

11. Community Engagement:

- Engagement with the local community through outreach programs and collaborative projects.



The meeting concluded with a vote of thanks, acknowledging the collective dedication towards advancing the institution's commitment to excellence. The IQAC members reiterated their commitment to continuous improvement and development, aligning with the institution's commitment of delivering high-quality education.

Prof. Akshay Kansara
(Member Secretary)



Dr. Narshi Sherasia
(Chairperson)

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Minutes of the Meeting (MoM): 3rd IQAC Meeting

The 3rd meeting of the IQAC was conducted on 15th June 2022 wherein the following members were present:

1. Dr. Narshi Sherasia – Principal
2. Dr. Gulab Bambhaniya – H&S Department
3. Mr. Dipak Patel – I/c Registrar
4. Prof. Akshay Kansara – IT Department
5. Mr. Bimal Trivedi – Industry Expert
6. Prof. Chitrlekha Nahar – Mechanical Department
7. Prof. Kunalsinh Kathia – Mechanical Department
8. Prof. Avani Dedhia – Civil Department
9. Prof. Chetan Chauhan – Computer Department
10. Prof. Jignesh Kadia – Electrical Department
11. Prof. Ekta Joshi – Computer Department

The following members could not attend the meeting:

1. Mr. Dipak Dadia – Industry Expert
2. Mr. Manish Sanghani - Trustee

The Chairman welcomed all the members for the meeting and thereafter the following items were discussed:

Agenda:

1. Combined Policy for IQAC:

Chairman emphasised to strengthen the monitoring and evaluation systems for effective implementation of the policy.

2. Progress towards Vision and Mission:

The progress made on this by the Departments was noted, and it was suggested to align the Vision & Mission of the Departments with the Vision and Mission of the Institution.

3. Committee Roles and Responsibilities:

The role of the IQAC Committee and expected outcomes were reviewed, and suggestions of the members were noted.

Also, it was emphasised that documentation maintenance of IQAC is of paramount importance and will be needed for Accreditation process.

4. Academic Calendar:

Reviewed and finalised with suggestions of the members. HoDs were requested to share the calendar with all stakeholders.

5. Department-wise Planning:

Events proposed were reviewed and HoDs were requested to align with IQAC and department objectives.

Additional Discussions:

- Faculty members were instructed to engage students actively during lectures, incorporating case studies, group discussions, and hands-on activities.
- Head of Departments were instructed to create a system for monitoring students' academic progress and provide regular feedback for improvement.
- Head of Departments were advised to explore collaboration with industry experts to organize guest lectures and workshops, offering practical insights into the latest trends and technologies in their respective fields.
- It was emphasised that the Faculty members to be available for student consultations outside of class hours to address their concerns, if any.



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The meeting concluded with a vote of thanks, expressing gratitude for the active participation and commitment to foster continuous improvement.

Prof. Akshay Kansara
(Member Secretary)



Dr. Narshi Sherasia
(Chairperson)

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Minutes of the Meeting (MoM): 4th IQAC Meeting

The 4th meeting of the IQAC was conducted on 17th December 2022 wherein the following members were present:

1. Dr. Narshi Sherasia – Principal
2. Dr. Gulab Bambhaniya – H&S Department
3. Mr. Dipak Dadia – Industry Expert
4. Mr. Manish Sanghani - Trustee
5. Mr. Dipak Patel – I/c Registrar
6. Prof. Akshay Kansara – IT Department
7. Mr. Bimal Trivedi – Industry Expert
8. Prof. Kunalsinh Kathia – Mechanical Department
9. Prof. Avani Dedhia – Civil Department
10. Prof. Chetan Chauhan – Computer Department
11. Prof. Jignesh Kadia – Electrical Department

The following members could not attend the meeting:

1. Prof. Ekta Joshi – Computer Department
2. Prof. Chitralekha Nahar – Mechanical Department

The chairman welcomed all members and thereafter the following items were taken for discussion:


Agenda:

1. Review and update on the points highlighted in the previous meeting.
2. NAAC accreditation process for Saffrony Institute.
 - 1) Update on Action taken on the previous meeting:
Action taken and progress on the previous meeting was noted.
 - 2) NAAC Accreditation for the Institute:

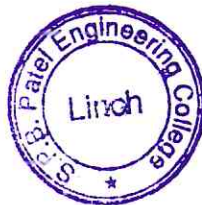
- a. The Chairman informed the members that the Institute Management has deliberated and taken decision to start preparations for the NAAC Accreditation.
- b. Thereafter, he gave an overview of NAAC Manual and Standard Operating Procedures (SOP).
- c. NAAC accreditation involves evaluating various aspects, such as curriculum design, teaching methodologies, research activities, infrastructure, Leadership, and Governance among other criteria.
- d. The role of the IQAC is very important and crucial in compiling and verifying various data, to be processed for achieving accreditation standards.
- e. He emphasised that these documents serve as guidelines for understanding and navigating the accreditation process.
- f. HoDs were requested to identify coordinators from their departments, who are to thoroughly go through the NAAC manual and SOP for developing proper understanding of the same.
- g. Implementation of the metrics assessment to begin promptly.
- h. Availability of a comprehensive database as prescribed for each of the metrics to be ensured.
- i. Status update to be reviewed in the next meeting.


In the end, it was highlighted that the institute's engagement with the NAAC accreditation process is marked by strategic planning, collaborative efforts, and a commitment to excellence in higher education.

The meeting concluded on a positive note, underscoring the collective dedication to achieving NAAC accreditation. The active participation of all stakeholders is crucial in ensuring the successful implementation of outlined strategies.



Prof. Akshay Kansara
(Member Secretary)





Dr. Narshi Sherasia
(Chairperson)

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Minutes of the Meeting (MoM): 5th IQAC Meeting

The 5th meeting of the IQAC was conducted on 02nd June 2023 wherein the following members were present:

1. Dr. Narshi Sherasia – Principal
2. Dr. Gulab Bambhaniya – H&S Department
3. Mr. Manish Sanghani - Trustee
4. Mr. Dipak Patel – I/c Registrar
5. Prof. Akshay Kansara – IT Department
6. Prof. Chitralekha Nahar – Mechanical Department
7. Prof. Kunalsinh Kathia – Mechanical Department
8. Prof. Avani Dedhia – Civil Department
9. Prof. Chetan Chauhan – Computer Department
10. Prof. Jignesh Kadia – Electrical Department

The following members could not attend the meeting:

1. Prof. Ekta Joshi – Computer Department
2. Mr. Bimal Trivedi – Industry Expert
3. Mr. Dipak Dadia – Industry Expert

The chairman welcomed all members and thereafter the following items were taken for discussion:

Agenda:

1. Update on NAAC Accreditation Preparation Status:
 - The available members provided status update for the ongoing activities in their respective departments towards NAAC accreditation.
 - The members were requested to share the challenges being faced, if any, during the process for information and to provide necessary support wherever needed.


2. Discussion on NAAC :

- Each of the metrics was thoroughly discussed, addressing specific criteria and necessary documents to be compiled.
- The Chairman reiterated that the HoDs are to ensure the availability of all documents for respective criterion, to get the maximum possible score, which will ultimately help for a befitting overall grade for the institute.
- The importance of research activities for HEIs need to be overemphasized. Therefore, the participation of Faculty and students in different Conference/Seminars/Workshops etc., for the research activities needs to be properly documented for including the same.
- The Chairman also said that as all are aware, the institute conducts various Co-curricular and Extra-curricular activities as an integral part of the holistic development of students. This should be highlighted suitably.
- Similarly, the outreach and community service activities conducted are also to be covered appropriately.
- Also, it was conveyed that the institute infrastructure, including the efforts put in for the Green and Environment-friendly Campus be suitably covered under the relevant criterion.

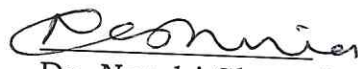
Closing Remarks:

The meeting concluded with a commitment to take proactive measures to elevate the overall standards of the institution.

The copy of Status Update of NAAC is attached as **Annexure 1**.



Prof. Akshay Kansara
(Member Secretary)



Dr. Narshi Sherasia
(Chairperson)

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Minutes of the Meeting (MoM): 6th IQAC Meeting

The 6th meeting of the IQAC was conducted on 29th December 2023 and it was attended by the following members:

1. Dr. Harshvadan Patel – Principal
2. Dr. Gulab Bambhaniya – H&S Department
3. Mr. Manish Sanghani – Trustee
4. Prof. Ekta Joshi – Computer Department
5. Mr. Bimal Trivedi – Industry Expert
6. Mr. Dipak Dadia – Industry Expert
7. Prof. Akshay Kansara – IT Department
8. Prof. Chitralkha Nahar – Mechanical Department
9. Prof. Kunalsinh Kathia – Mechanical Department
10. Prof. Jignesh Kadia – Electrical Department

The following members could not attend the meeting:

1. Mr. Dipak Patel – I/c Registrar
2. Prof. Chetan Chauhan – Computer Department
3. Prof. Avani Dedhia – Civil Department

The Chairman welcomed all members and thereafter the agenda of the meeting was discussed as under :

Agenda:

1. Syllabus Completion Progress:
 - HoDs were instructed to continuously monitor progress in their respective departments.
2. Review of Attendance of Students:

- HoDs were instructed to monitor and review student attendance and take corrective action, including counselling of students and informing their parents, as may be necessary.

3. Technical Visits, Site Visits, and Expert Lectures:

- HoDs were instructed to plan activities in advance, aligning with the academic calendar.

4. Planning Lectures and Maintaining Lesson Plans:

- HoDs were requested to ensure that all faculty members plan lectures and maintain comprehensive lesson plans.

5. Maintaining Academic Course Files:

- It was emphasised that all faculty members are to maintain accurate academic course files. HoDs are to conduct regular reviews of the same.

6. Applying for Grants from GUJCOST:

- HoDs were instructed to encourage the faculty to apply for GUJCOST financial grants for student projects and other academic activities like Seminars, Workshops, and Training Sessions. The draft proposals are to be sent to IQAC for further deliberations.

7. Weekly Assignments and Continuous Evaluation:

- HoDs were requested to ensure that faculty members give weekly assignments and maintain continuous evaluation sheets. This will help to identify students who would need additional support and to plan for remedial sessions accordingly.

8. NPTEL Online Courses:

- HoDs were informed to encourage the faculty members to take up NPTEL online courses and also encourage student participation for additional learning of the subject/other skills.

9. Lab Equipment and Cleanliness:

- HoDs were requested to ensure proper functioning of lab equipment for optimum utilisation, besides cleanliness of the Labs.

10. Design Engineering Workshops:


- HoDs were requested to identify suitable faculty members to conduct the Design Engineering workshops.

11. Planning Mid-Semester Exams:

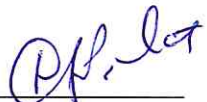
- HoDs were instructed to plan for the mid-semester exams and ensuring syllabi.

Conclusion:

The meeting concluded with a vote of thanks, expressing gratitude for the active participation and commitment to implementing the outlined actions. The comprehensive approach aims to enhance academic quality and foster a conducive learning environment.



Prof. Akshay Kansara
(Member Secretary)



Dr. Harshvadan Patel
(Chairperson)

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