



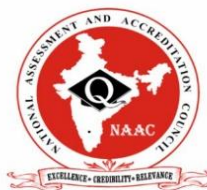
**S.P.B. PATEL
ENGINEERING COLLEGE**
SAFFRONY INSTITUTE OF TECHNOLOGY CAMPUS

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Minutes of Meeting
&
Action Taken
Year - 2021

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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.

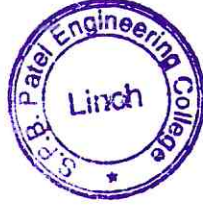
11. Community Engagement:

- 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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2. Notice Board
3. Website of the Institute
4. All Concerned Members

Action Taken Report

Academic Calendar Finalization:

HODs reviewed and disseminated the academic calendar widely for adherence to key dates.

Preparation of Vision and Mission:

The department's vision and mission are meticulously shaped by engaging with a diverse array of stakeholders, as well as the institute/department committee. This collaborative approach ensures alignment with the latest advancements, future prospects, and societal needs, thereby fostering a comprehensive framework for our endeavors.

Department-Wise Event Planning:

Departments formulated plans for workshops and events, integrated into the academic calendar seamlessly.

Quality Parameters for Academic Enhancement:

1. New Teaching Methodologies:

Conducted workshops for innovative teaching methods, enhancing engagement and learning effectiveness.

2. Green Initiatives:

Introduced sustainable practices and awareness campaigns, promoting environmental responsibility campus-wide.

3. Promotion of Research Papers:

Encouraged research activities and supported publications, fostering academic excellence and dissemination.

4. Entrepreneurship Cell Establishment:

- Launched a Cell to nurture entrepreneurial skills, providing mentorship and resources for students.

5. Technology Integration:

Conducted training sessions to integrate technology, enhancing teaching and learning experiences.

6. Faculty Development Programs (FDP):

Organized FDPs focusing on pedagogical innovations, enhancing faculty expertise and methodologies.

7. Industry-Academia Collaboration:

Initiated collaborative projects, providing real-world exposure and fostering knowledge exchange.

8. Student Support Services Enhancement:

Improved counseling and skill development services, ensuring holistic student development.

9. Inclusive Education Implementation:

Implemented support systems for diverse learning needs, ensuring accessibility and inclusivity.

10. Continuous Assessment and Feedback Mechanisms:

Implemented regular assessment and feedback channels for teaching strategies adaptation and continuous improvement.

11. Community Engagement Initiatives:

Launched outreach programs, addressing community needs and providing experiential learning opportunities.

Conclusion:

The IQAC ensures ongoing monitoring for continuous improvement aligned with institutional goals and stakeholder satisfaction.



Prof. Akshay Kansara
(Member Secretary)



Dr. Narshi Sherasia
(Chairperson)

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