



**Minutes of Meeting**  
**&**  
**Action Taken**  
**Year - 2022**

*Submitted to*



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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

### **Minutes of the Meeting (MoM): 3<sup>rd</sup> IQAC Meeting**

The 3<sup>rd</sup> meeting of the IQAC was conducted on 15<sup>th</sup> 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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## Action Taken Report

Combined Policy for IQAC:

The monitoring and evaluation systems were strengthened as per the Chairman's emphasis for effective policy implementation.

Progress towards Vision and Mission:

Departments aligned their Vision & Mission with the Institution's, noted during the progress review.

Committee Roles and Responsibilities:

Reviewed and documented, emphasizing the importance of documentation for the Accreditation process.

Academic Calendar:

Finalized with member suggestions, shared with stakeholders by HoDs.

Department-wise Planning:

Events aligned with IQAC and department objectives, ensuring coherence in planning.

Additional Discussions:

1. Faculty engaged students actively, integrating case studies, group discussions, and hands-on activities into lectures.
2. HoDs implemented a system for monitoring students' academic progress, providing regular feedback for improvement.
3. HoDs initiated collaboration with industry experts for guest lectures and workshops, offering practical insights.
4. Faculty members made themselves available for student consultations outside of class hours to address concerns.

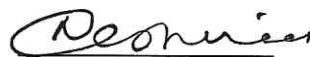
Conclusion:

The meeting's outcomes were effectively implemented, fostering continuous improvement and active engagement within the institution.



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Prof. Akshay Kansara  
(Member Secretary)



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Dr. Narshi Sherasia  
(Chairperson)

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