



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

Near Shanku's Water Park,
Ahmedabad – Mehsana Highway,
Linch, Mehsana – 384435
Email: info@saffrony.ac.in
Web: www.saffrony.ac.in
Phone : (02762) 285721



Minutes of Meeting
&
Action Taken
Year - 2023

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

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.

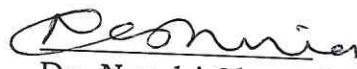
Closing Remarks:

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)

Copy to:

1. Managing Trustee
2. Notice Board
3. Website of the Institute
4. All Concerned Members

Action Taken Report

Update on NAAC Accreditation Preparation Status:

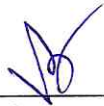
- Members provided status updates on departmental activities for NAAC accreditation.
- Challenges faced were shared for information and necessary support provision.

Discussion on NAAC:

- A thorough discussion on metrics and specific criteria, emphasizing document compilation.
- HoDs were instructed to ensure the availability of all documents for respective criteria to maximize scores.
- Research activities' importance is highlighted, with documentation of faculty and student participation in conferences, seminars, and workshops.
- Emphasis on documenting co-curricular, and extracurricular activities, outreach, and community service efforts.
- Institute infrastructure, especially efforts for a green campus, to be appropriately covered.

Closing Remarks:

- Commitment made to proactively elevate institution standards concluded the meeting.



Prof. Akshay Kansara
(Member Secretary)



Dr. Narshi Sherasia
(Chairperson)

Copy to:

1. Managing Trustee
2. Notice Board
3. Website of the Institute
4. All Concerned Members