

Internal Quality Assurance Cell
Sardar Patel University, Vallabh Vidyanagar, Gujarat
Action taken Report - 2016-17

Sr No	Date of Meeting	Agenda	Action Taken
1	23.08.2016	Preparation for the KCG-AAA Peer Team Visit.	<p>1. Enough care like uniformity, flow of presentation, design, logo, minimizing verbose content by replacing appropriate pictures, proper background, consistency in fronts and its colour, number of slides, time management, etc. Should be taken in to consideration while preparing these presentations</p> <p>2. Committee is requested to identify the model presentations for Honorable Vice-Chancellor, Departments of Humanities, Departments of Social Sciences and Sections.</p> <p>3. Collecting the soft copy of all presentations made during KCG-AAA Peer Team Visit (4-7 July 2016) from all Departments and all Sections.</p> <p>4. To call a meeting of this committee members on _____ in the present of Convener to elaborate the work plan. 6. IQAC will provide the soft-copy of presentation made during KCG-AAA Peer Team Visit during 4-7 July, 2016</p>
2	31.08.2016	Meeting of Heads of Postgraduate Departments, Heads of Administrative Sections and Members of Women Cell for discussing the gender audit.	<p>The women cell was constituted as per the recommendation of KCG AAA Peer Team. The report for gender audit needs to be prepared at university and department level. The questionnaire prepared by the women cell which was discussed and described in the meeting.</p> <p>Committees for looking after the gender audit were formed.</p> <p>The deadline of 9" September for submission of gender questionnaire by departments was given.</p> <p>It is also decided to convene the meeting and share the report of the Mock Team, once it is submitted.</p>

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3	07.09.2016	A meeting is scheduled on 07 th September, 2016, Wednesday at 4:00 pm in the Old Syndicate Hall, under the convenership Coordinator, IQAC with API committee and all the members of Departmental Research Committee of all the subjects regarding to prepare subject wise identifying Journals by the Universities and approval by UGC, as per the format given by the UGC wide letter DO No.FI-12016(Secy) dated 8 th August, 2016. (Enclosed herewith the letter and format)	In the beginning of the meeting, Co-coordinator Prof. Dr. S K Bhatt welcomed all the members, on behalf of the University and IQAC and give brief introductory information regarding letter and format received from the UGC. After then, Prof. Dr. N V Sastry, Coordinator, IQAC explained the letter and format from UGC vide DO No.F 1-1/2016(Secy) dated 8 th August, 2016 regarding the details of Database of journals in UGC format. The procedure to be adopted was explained. Further, our journal PRAJNA has now ISSN number so we should include in our list. Also we may list out subject wise Open Accessed and e-Journals. Prof. Dr. N V Sastry also informed that after UGC approval, the database will be helpful in API calculations for the appointment of academic staff in Universities and Colleges. All the Heads of the Departments are requested to submit the hardcopy and softcopy as per the prescribed format on or before 17 th September, 2016, Saturday, the journal list with the help of Subject Experts.
4	09.09.2016	Meeting of the committee for Power Point Presentation.	In view of the AAA observations and recommendations the following action is proposed. 1. Separate team should be assigned the task of Power Point Presentation for Honorable Vice-Chancellor's presentation. 2. Designing a template for Departmental Presentation. 3. Preliminary review of all presentations (soft copy collected from various departments) by all members and findings general errors (mistakes) and other observations. A follow-up meeting is scheduled on 16.09.2016
5	14.09.2016	Upcoming, NAAC-Peer Team's Re-Accreditation visit to the University The Hon'ble VC has appointed three members. With the guidance of the Co-ordinator, Prof. N.V. Sastry.	1 Each Administrative Staff make a name plate of their name and designation on their table by contacting Ravi Arts, Mota Bazar, Vallabh Vidhanagar, the above 2. Update Main Entrance & Sign Board / Display Board of lobby. 3. Display information of each section by determining a fixed model. (Guidelines for filling in the skeleton information) 4. Arrangements should be made to prepare a directional map near each building of the work should be completed immediately.

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6	16.9.2016	A follow-up meeting to the meeting held on 09.09.2016. No formal notice was issued to the members	After careful study of the copies of presentations received, the following points are suggested. 1. To make strictly criteria wise presentation 2. Summarized and minimized data 3. Pictorial presentation in Power Point Presentation (avoid spelling mistakes) 4. Vision upfront 5. Data Verification with departmental Report 6. Style (font) & format must be same in own presentation 7. Summarized information of faculty members 8. General features of student profile/progress, syllabus, admissions, and examinations etc 9. Slide show or video of 2 minutes is important 10. SWOC analysis to be added 11. Overall impression & Layout is to be improved 12. Clarify between best practice & innovation. 13. Time Limit (period) 20 minutes only.
7	16.09.2016	Meeting of IQAC members and committees of Women Cell for gender audit.	1. The information and documents for gender audit provided by departments are to be verified. Two senior members of Women Cell are deputed for this. They will visit the departments during 20-21, September, 2016. 2. In case the documents and information received from a department is not in the required format or lacking, then they should be informed to clarify the matter.
8	06.10.2016	1. Appraisal of AAA recommendations and our initiatives taken. 2. Explore the valuable inputs for our preparation to NAAC Peer team visit. 3. Sharing of Experience by members of NAAC Peer team.	(1) Updating the university website was instructed to the concerned departments. (2) To call the College Development Council immediately. (Pursuant to University Ordinance)

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9	09.11.2016	Telephonic call for meeting (Heads, DIQAC members of the departments)	1. The key parameters of NAAC accreditation and assessment system were described to the members present. 2. The PTV report of previous accreditation in 2011 was discussed and Hon'ble Vice-Chancellor was apprised about the observations made by the Peer team. Also, status of progress made in this direction was discussed and it was decided to work on compliance of the report. 3. A team of IQAC was formed to visit the departments and administrative sections of the university in the context of NAAC visit and accordingly the schedule from 16th to 17th November 2018, was prepared.
10	23.11.2016	1. To review and assess the status of our preparations for upcoming NAAC peer team visit (5-7 January 2017) 2. To chalk out comprehensive action plan or task force for hosting the NAAC Peer Team visit 3. Any other item with the permission of the chair	The stock of preparation was taken. Plan for required renovation and repairs of building was planned. A criterion-wise task force committee was formed to verify the documents. Central level document repository room with necessary facilities was proposed. Status of the signage and display boards was discussed and it deadlines were given to complete the work.
11	06.12.2016	Telephonic message for the meeting. (Schedule attached)	Preparation of AQAR for the year 2015-16 was discussed. The departmental heads were informed to verify the departmental information in RAR and Evaluative report. Committees for logistics of NAAC Peer Team Visit were formed. It was decided to that the members of IQAC will meet on daily basis to take the stock of the preparation and to appraise the progress Hon'ble Vice-Chancellor.

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