

**Internal Quality Assurance Cell**  
**Sardar Patel University, Vallabh Vidyanagar, Gujarat**  
**Action Taken Report- 2021-22**

Sr No	Date of meeting	Agenda	Action Taken
1	26/07/2021 27/07/2021	Feedback from the students.	The matter of feedback analysis for the questionnaires was described, also the preparation of reports was explained.
2	07/08/2021	Revision of syllabi of Diploma/Degree programs	1. The coordinator of IQAC welcomed all and described the objectives of the meeting. 2. The syllabus revision was discussed at length. 3. It was decided to carry out syllabus revision in consultation of respective Board of Studies.
3	07/08/2021	1. Appraisal of work done so far for SSR 2. Reports by criteria convenors 3. Any other item with permission of chair.	1. The coordinator welcomed the members. 2. Prof. N.V. Sastry presented the briefly report of work done in the direction of preparation of SSR. More details were given by the criteria convenors. 3. The Vice Chancellor appreciated the efforts put in by members of criteria committee members. He assured all support and help in the process. 4. The Registrar (I/C) requested the team to complete the work of preparation of data for SSR by the end of August-2021. She also proposed vote of thanks.
4	07/09/2021	Providing documentary evidences for NAAC SSR.	The meeting of all heads and directors of the PG departments was convened. 1. The meeting started with welcome and appraisal of the work done so far. It was emphasized that documentary evidences are to be submitted to IQAC. 2. Criteria convenors gave details of the required documents.
5	23/09/2021 24/09/2021	Meetings of the members of criteria I to VI. For discussing the progression of SSR preparation.	As per the schedule, criterion wise meetings of the members were held.

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			The team members presented the progress of preparation of SSR as per the manual of NAAC. The coordinators and co-coordinators gave guidance wherever some difficulties reported.
6	28/09/2021	<ol style="list-style-type: none"> <li>1. Review of SSR draft prepared by various criteria convenors and appraising it to Hon'ble Vice Chancellor.</li> <li>2. Proposal of organizing a workshop in collaboration with NAAC.</li> </ol>	<ol style="list-style-type: none"> <li>1. The printout of draft SSR was discussed and it was resolved that the draft can be shared with the Hon'ble Vice Chancellor.</li> <li>2. There is a need of some clarification in SOP on SSR preparation available on NAAC website. Hence IQAC will request Hon'ble Vice Chancellor to approach NAAC to depute a resource person for this.</li> </ol>
7	20/12/2021	<p>IIQA committee meeting for the following</p> <ol style="list-style-type: none"> <li>1. Preparation of IIQA for submission to NAAC</li> <li>2. To take the stock of ongoing preparation of SSR.</li> </ol>	<ol style="list-style-type: none"> <li>1. To prepare the first draft of IIQA by December 24, 2021.</li> <li>2. Next meeting of IIQA committee for taking stock of the IIQA preparation to be called on 21/12/2021.</li> <li>3. A meeting of IQAC Composition to be called on 28/12/2021 for approving IIQA.</li> <li>4. To call a meeting of criteria convenors on 21/12/2021.</li> </ol>
8	21/12/2021 (3.30 PM)	To discuss updates on IIQA preparation.	<ol style="list-style-type: none"> <li>1. All criteria convenors and the Nodal Officer, AISHE shall be members of IIQA committee.</li> <li>2. Committee members must read IIQA manual and accordingly the draft IIQA be submitted to the IQAC Coordinator by 27/12/2021.</li> <li>3. After the approval of IQAC Composition the IIQA committee will upload it on the NAAC portal.</li> <li>4. There shall be a rigorous coordination with all criteria convenors, Nodal Officer, AISHE and website committee for uploading data on NAAC website.</li> </ol>

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9	21/12/2021 (4.30 PM)	To discuss the preparation of IIQA.	After the welcome by IQAC Coordinator, the convenor of IIQA committee appraised the members about the ongoing preparation of IIQA. She also gave the details of input from various criteria required for IIQA. All the criteria convenors assured that the required details will be made available.
10	28/12/2021	Meeting of IQAC Composition for considering the following 1. To brief and share AAA certificate. 2. To brief the AAA report. 3. To consider and approve IIQA prepared by IQAC for the 4 <sup>th</sup> cycle of NAAC accreditation. 4. Any other item with the permission of the chair	1. The meeting started with welcome by the IQAC coordinator. 2. The grade certificate by AAA Committee was shared. 3. Prof. N.V. Sastry presented the report of AAA Committee. The members actively participated in the discussion of each point in the report. 4. The IIQA for the 4 <sup>th</sup> cycle of NAAC accreditation was presented. The members appreciated the efforts by IIQA committee and approved it.
11	28/03/2022	1. To review the preparation for SSR, documentation and repository. 2. Uploading documents on our website. 3. Any other items with the permission from the Chair.	1. IQAC coordinator welcomed the members. 2. Hon. Advisor, IQAC details of preparation of uploading documents on our website as per the requirement of NAAC. 3. Prof. Kirit Lad was assigned the task of uploading data on our website as well as on the NAAC-SSR Portal.
12	29/03/2022	1. To discuss the schedule of visit to Departments. 2. Any other item with permission from the chair.	1. In the beginning the coordinator of IQAC welcomed all. 2. The conveners of infrastructure committee reported about the details of require repair in various departments, other buildings and infrastructure facilities of the university. 3. The conveners were asked to make schedule to visit to the departments and sections. 4. From the chair it was emphasized to carryout work very fast and all necessary support was assured.

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