

# SUMANDEEP VIDYAPEETH

Declared as An Institution Deemed to be University U/S 3 of UGC Act 1956

Accredited - NAAC 'A' Grade

Conferred with UGC category I status

AT & POST: PIPARIA, TA. WAGHODIA, DIST. VADODARA-391 760, GUJARAT, INDIA

Director  
IQAC

Website : [www.sumandeepvidyapeethdu.edu.in](http://www.sumandeepvidyapeethdu.edu.in)

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Ref No.: IQAC/M-1/12/2021

Date: 09/12/2021

## **Minutes of the Meeting of Institutional Internal Quality Assurance Cell (IQAC) held on 08/12/2021**

- The Meeting of Institutional Internal Quality Assurance Cell (IQAC) was held on 8<sup>th</sup> December, 2021 at 11:00 am in the College Council Room, SBKS Medical Institute and Research Centre.
- The venue of the meeting was changed from Chanakya hall, Administrative building, Sumandeep Vidyapeeth due to undergoing maintenance work.
- The Meeting was Chaired by the Hon'ble Vice Chancellor and Chairman, Institutional IQAC, Sumandeep Vidyapeeth.

### **All the agenda were discussed and the particulars are as follows:**

	<b><u>Particulars</u></b>
<b>Agenda 1</b>	To discuss on Action Taken report of IQAC meeting held on 30/07/2021.
<b>Minutes</b>	The action taken report of the IQAC meeting held on 30/07/2021 were read by the Director, IQAC and was confirmed by all the members.
<b>Agenda 2</b>	Presentation of approved SSR by NAAC before committee members.
<b>Minutes</b>	The details of the approved and passed SSR by the NAAC on 02-12-2020 and the response received for each of the metrics was presented by the Director, IQAC.
<b>Agenda 3</b>	To review the preparations for the next stage of NAAC accreditation process for the second cycle.
<b>Minutes</b>	<ul style="list-style-type: none"><li>• The director, IQAC briefed all the members about the procedure that will be followed by the visiting NAAC peer team.</li><li>• All the Heads of the Institutes and The Director, Research were asked to prepare a Power Point Presentation highlighting the achievements in their areas and submit the same to the IQAC within three days.</li><li>• All the Heads of the Institutes were asked by the Director, IQAC to keep the list of parents and alumni ready who could be called for interaction with the NAAC peer team.</li></ul>



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## ACTION TAKEN REPORT OF MEETING HELD ON 30/07/2021

tem No.	PARTICULARS	DECISIONS/RESOLUTIONS	ACTION TAKEN REPORT
1.	<b>Agenda 1:</b> To discuss on Action Taken report of IQAC meeting held on 30/04/2021.	The action taken report of the IQAC meeting held on 15/06/2021 was read by the Director, IQAC and was confirmed by all the members.	--
2.	<b>Agenda 2:</b> To discuss on the preliminary IQAC audit done using new formats for the academic year 2020-21.	Preliminary audit reports of the constituent Institutes and sections were presented by the Director, IQAC before the committee. All the HOI's were requested to complete the shortcomings found during the audit within stipulated time period. Those departments and sections who have not submitted the data for auditing were requested to submit within two weeks.	The constituent Institutes, departments/cell/sections have submitted the data. In the areas where the expected targets were not met, it was advised to compensate for the shortcoming in the forthcoming year.
3.	<b>Agenda 3:</b> To discuss on the preparations to be done for presentation before NAAC peer team, based on the 'Peer Team Visit Schedule' document put up on NAAC website.	The Director, read out the 'Peer Team Visit Schedule' pattern as displayed on the NAAC website and instructed the members to sensitize all the heads of the areas/sections to be fully prepared to present relevant updated documents that may be sought by the team.	Sensitization program was conducted by the IQAC Director and team members to all the stake holders at SBKSMIRC auditorium on 24/08/2021.
4.	<b>Agenda 4:</b> Any other items with permission of the Chair.	No other item was discussed with permission of the Chair.	--

  
Dr. Poonacha KS  
Director, IQAC  
Sumandeep Vidyapeeth





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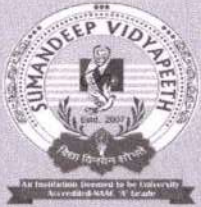
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	<ul style="list-style-type: none"> <li>• The Vice Chancellor asked Director, Research to accompany the visiting Peer team to show them around all research related areas like Incubation centre, research laboratories, animal house etc.</li> <li>• The Vice Chancellor asked the Director, Student and Staff welfare to arrange for a cultural program spanning about 45 minutes by the students for visiting peer team. The director was also asked to accompany the visiting Peer team to show them around all the related cells and sections.</li> <li>• The Vice Chancellor asked the Additional Registrar to accompany the visiting Peer team to show them around the facilities like library, computer centre, lecture recording room etc.</li> <li>• The Vice Chancellor asked the Chief Administrative Officer to accompany the visiting Peer team to show them around the physical facilities like safety and security, facilities for disabled, alternative energy initiatives, rain water harvesting, bore well recharge, waste management etc.</li> </ul>
<b>Agenda 4</b>	To review the AQAR for the academic year 2020-21.
<b>Minutes</b>	The details of compiled AQAR for the academic year 2020-21 were presented by the Director, IQAC before the committee.
<b>Agenda 5</b>	To discuss on induction of new members in the IQAC.
<b>Minutes</b>	<p>The Director IQAC, proposed the following names to be included in the Institutional IQAC following vacancies in various categories:</p> <ol style="list-style-type: none"> <li>1. Category of few senior administrative officers: <ol style="list-style-type: none"> <li>a. Dr. R.V.Subramaniam, Dean, K.M.Shah Dental College and Hospital.</li> <li>b. Mr. Rajesh P Joseph, I/C Principal, Sumandeep Nursing College.</li> </ol> </li> <li>2. Category of three to eight teachers: <ol style="list-style-type: none"> <li>a. Dr. Priyanka Sharma, Assistant Professor, SBKS Medical Institute &amp; Research Centre.</li> </ol> </li> <li>3. Category of one or two nominees from local society, students and Alumni <ol style="list-style-type: none"> <li>a. Mr. Bhavya Modi, Student, Department of Pharmacy</li> <li>b. Ms. Sejal Mutha, Student, SBKS Medical Institute &amp; Research Centre.</li> <li>c. Dr. Chintan Aundhia, Alumni, Department of Pharmacy</li> </ol> </li> <li>4. Category of one/two nominees from Employer/Industrialist/Stakeholders <ol style="list-style-type: none"> <li>a. Dr. R.D. Patel</li> </ol> </li> </ol>



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	b. Dr. K.K. Upadhyay All the committee members agreed for the proposal.
<b>Agenda 6</b>	Any other items with permission of the Chair.
<b>Minutes</b>	No other item was discussed with the permission of the chair.

The Meeting was concluded with vote of thanks by the Director, IQAC.

*Dr. Pognacha KS*  
Dr. Pognacha KS  
Director, IQAC  
Sumandeep Vidyapeeth



Ref No.: IQAC/M-2/02/2022

Date: 04/02/2022

**Minutes of the Meeting of Institutional Internal Quality Assurance Cell (IQAC) held on  
04/02/2022**

- The Meeting of Institutional Internal Quality Assurance Cell (IQAC) was held on 4<sup>th</sup> February, 2022 at 11:00 am in Chanakya Hall, Administrative building, Sumandeep Vidyapeeth.
- The Meeting was Chaired by the Hon'ble Vice Chancellor and Chairman, Institutional IQAC, Sumandeep Vidyapeeth.
- The meeting was attended by all the members.

**All the agenda were discussed and the particulars are as follows:**

<b><u>Particulars</u></b>	
<b>Agenda 1</b>	To discuss on the Action Taken Report of IQAC meeting held on 08/12/2021.
<b>Minutes</b>	The action taken report of the IQAC meeting held on 08/12/2021 were read by the Director, IQAC and was confirmed by all the members.
<b>Agenda 2</b>	To discuss on the second cycle NAAC accreditation received by the Institution.
<b>Minutes</b>	The details of the NAAC accreditation and the grading received by the Institution i.e. score of 3.61 CGPA out of 4 on a seven point scale with A++ grading for the second cycle of accreditation, was presented by the Director, IQAC.
<b>Agenda 3</b>	To review the strategy of IQAC for quality enhancement for the third cycle of accreditation.
<b>Minutes</b>	<ul style="list-style-type: none"> <li>• The Director, IQAC presented the strategy of IQAC for quality enhancement to be implemented immediately for the forthcoming years of third cycle of NAAC accreditation.</li> <li>• The Chairperson, IQAC directed all the heads of the institutes to take a target based approach to fulfil the expected quality parameters.</li> <li>• The Chairperson, IQAC asked the Director, IQAC to prepare a detailed audit schedule including the targets and to circulate among all the stake holders.</li> </ul>
<b>Agenda 4</b>	To review the details of AQAR submission in the NAAC portal for the academic years 2019-20 and 2020-21.
<b>Minutes</b>	The status of AQAR compilation and submission for the academic years 2019-



DIRECTOR - IQAC

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	20 and 2020-21 was presented by the Director, IQAC. All the members agreed to complete the work on time.
<b>Agenda 5</b>	Any other item with permission of the chair.
<b>Minutes</b>	No other item was discussed with the permission of the chair.

The Meeting was concluded with vote of thanks by the Director, IQAC.

Dr. Poonacha KS  
Director, IQAC  
Sumandeep Vidyapeeth



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## ACTION TAKEN REPORT OF MEETING HELD ON 8/12/2021

Item No.	PARTICULARS	DECISIONS/RESOLUTIONS	ACTION TAKEN REPORT
1.	<b>Agenda 1:</b> To discuss on Action Taken report of IQAC meeting held on 08/12/2021.	The action taken report of the IQAC meeting held on 08/12/2021 were read by the Director, IQAC and was confirmed by all the members.	-
2.	<b>Agenda 2:</b> Presentation of approved SSR by NAAC before committee members.	The details of the approved and passed SSR by the NAAC on 02-12-2020 and the response received for each of the metrics was presented by the Director, IQAC.	The approved SSR by NAAC was uploaded on Institution's website.
3.	<b>Agenda 3:</b> To review the preparations for the next stage of NAAC accreditation process for the second cycle.	<ul style="list-style-type: none"> <li>The director, IQAC briefed all the members about the procedure that will be followed by the visiting NAAC peer team.</li> <li>All the Heads of the Institutes and The Director, Research were asked to prepare a Power Point Presentation highlighting the achievements in their areas and submit the same to the IQAC within three days.</li> <li>All the Heads of the Institutes were asked by the Director, IQAC to keep the list of parents and alumni ready who could be called for interaction with the NAAC peer team.</li> <li>The Vice Chancellor asked Director, Research to accompany the visiting Peer team to show them around all research related areas like Incubation centre, research laboratories, animal house etc.</li> <li>The Vice Chancellor asked the Director, Student and Staff welfare to arrange for a cultural program spanning about 45 minutes by the students for visiting peer team. The director was also asked to accompany the visiting Peer team to</li> </ul>	All the work assigned to designated staff members were complied successfully during the NAAC peer team visit between 6/01/2022 to 8/01/2022.





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		<p>show them around all the related cells and sections.</p> <ul style="list-style-type: none"> <li>• The Vice Chancellor asked the Additional Registrar to accompany the visiting Peer team to show them around the facilities like library, computer centre, lecture recording room etc.</li> <li>• The Vice Chancellor asked the Chief Administrative Officer to accompany the visiting Peer team to show them around the physical facilities like safety and security, facilities for disabled, alternative energy initiatives, rain water harvesting, bore well recharge, waste management etc.</li> </ul>	
4.	<b>Agenda 4:</b> To review the AQAR for the academic year 2020-21.	The details of compiled AQAR for the academic year 2020-21 were presented by the Director, IQAC before the committee.	-
5.	<b>Agenda 5:</b> To discuss on induction of new members in the IQAC.	<p>The Director IQAC, proposed the following names to be included in the Institutional IQAC following vacancies in various categories:</p> <ol style="list-style-type: none"> <li>1. Category of few senior administrative officers: <ol style="list-style-type: none"> <li>a. Dr. R.V.Subramaniam, Dean, K.M.Shah Dental College and Hospital.</li> <li>b. Mr. Rajesh P Joseph, I/C Principal, Sumandeep Nursing College.</li> </ol> </li> <li>2. Category of three to eight teachers: <ol style="list-style-type: none"> <li>a. Dr. Priyanka Sharma, Assistant Professor, SBKS Medical Institute &amp; Research Centre.</li> </ol> </li> <li>3. One Member from Management <ol style="list-style-type: none"> <li>a. Dr. Bhavna Dave</li> </ol> </li> <li>4. Category of one or two nominees from local society, students and Alumni <ol style="list-style-type: none"> <li>a. Mr. Bhavya Modi, Student, Department of Pharmacy</li> <li>b. Ms. Sejal Mutha, Student, SBKS</li> </ol> </li> </ol>	The newly inducted members are functioning as members of IQAC.





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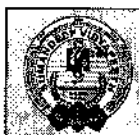
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		<p>Medical Institute &amp; Research Centre.</p> <p>c. Dr. Chintan Aundhia, Alumni, Department of Pharmacy</p> <p>5. Category of one/two nominees from Employer/Industrialist/Stakeholders</p> <p>a. Dr. R.D. Patel</p> <p>b. Dr. K.K. Upadhyay</p> <p>All the committee members agreed for the proposal.</p>	
6.	Any other items with permission of the Chair.	No other item was discussed with the permission of the chair.	-

Dr. Poonacha KS  
Director, IQAC  
Sumandeep Vidyapeeth



Ref No.: IQAC/M-3/04/2022

Date: 04/05/2022

**Minutes of the Meeting of Institutional Internal Quality Assurance Cell (IQAC) held on  
02/05/2022**

- The Meeting of Institutional Internal Quality Assurance Cell (IQAC) was held on 02/05/2022 at 11:00 am in the board room, 3<sup>rd</sup> floor, Department of Internal Quality Assurance, Sumandeep Vidyapeeth.
- The Meeting was Chaired by the Hon'ble Vice Chancellor and Chairman, Institutional IQAC, Sumandeep Vidyapeeth.
- The Principal, Department of Management was represented by Dr. Medha Wadhwa and The Principal, Sumandeep Nursing College was represented by Dr. Rajesh P. Joseph as both of them were on leave.

**All the agenda were discussed and the particulars are as follows:**

<b><u>Particulars</u></b>	
<b>Agenda 1</b>	To review the Action Taken Report of IQAC meeting held on 04/02/2022.
<b>Minutes</b>	The action taken report of the IQAC meeting held on 04/02/2022 were read by the Director, IQAC and was confirmed by all the members.
<b>Agenda 2</b>	To review the outcome of the meeting of Head of the Institutes convened by IQAC on 4/03/2022 with focus to enhance research related outcome of the Institution.
<b>Minutes</b>	<ul style="list-style-type: none"><li>• The Heads of the Institutes were asked by the Chairman, IQAC to initiate actions for getting their institutes recognized by National and International Agencies as cited by examples in the minutes of meeting.</li><li>• On being cited by Director, IQAC for the less number of research related programs by the Institutes, all the HOI's agreed to conduct at least two programs on IPR/Research related topics in the current academic year.</li><li>• It was unanimously agreed by all the HOI's that, for the current batch of post graduate students who would be appearing in the final examinations:<ul style="list-style-type: none"><li>i. Students in three year PG program need to provide proof of submission of two articles in any reputed journal before appearing for the final examinations.</li><li>ii. Students in two year PG program need to provide proof of submission of</li></ul></li></ul>



	<p>one article in any reputed journal before appearing for the final examinations with exception for M. Pharm students who will be submitting proof before taking No Objection Certificate after completion of final examinations.</p> <ul style="list-style-type: none"> <li>It was unanimously agreed upon by all the HOI's that from next academic year every postgraduate student in three year PG program will be publishing at least two articles and every postgraduate student in two year PG program will be publishing at least one article mandatorily before appearing in the final examination with exception for M. Pharm students who will be publishing article before taking No Objection Certificate after completion of final examinations.</li> </ul>
<b>Agenda 3</b>	To review the mid-year internal audit report of IQAC for the academic year 2021-22.
<b>Minutes</b>	<ul style="list-style-type: none"> <li>The mid-year internal audit report was reviewed against the expected targets from the constituent institutes.</li> <li>The chairperson, IQAC directed all the HOI's to fulfil all the feasible necessary requirements within the academic year.</li> <li>The chairperson, IQAC directed Principal, DOP who is also Director, Dept. of Central Research and Innovation to facilitate instillation of Institutional Research Awards and also to notify the Start-up policy before 15<sup>th</sup> may 2022.</li> <li>On suggestion of Dean, KMSDCH on the queries by publishing houses to get the manuscript checked for plagiarism using soft wares like Turnitin and i- Thenticate software only, the Chairman, IQAC directed Director, Dept. of Central Research and Innovation to work out the options to reimburse charges incurred by the author for such plagiarism checks.</li> <li>The Director, IQAC insisted to begin undergraduate research projects in all the constituent institutes in lines with the EviGenCHIP program of SBKS Medical Institute and Research Centre.</li> </ul>
<b>Agenda 4</b>	To discuss on the quality enhancement programs to be conducted by IQAC in the remaining months of academic year 2021-22.
<b>Minutes</b>	The Director, IQAC briefed all the members about the preparations for upcoming national level webinar to be conducted by IQAC on "E-content Development and Delivery: An Innovative Pedagogical Method" scheduled on



**DEPARTMENT OF INTERNAL  
QUALITY ASSURANCE**



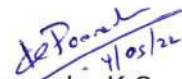
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	5/05/2022 and also the plans to conduct one more quality related program tentatively in the month of June 2022.
<b>Agenda 5</b>	To review the utilization of digital studio for E-Content development by faculty.
<b>Minutes</b>	It was briefed by the Director, IQAC that digital studio is being utilized only by Sumandeep Nursing College for development of E-Contents and other Institutes have been asked to prepare a time table for development of E-Contents by the faculty in the facility.
<b>Agenda 6</b>	Introduction of student feedback on faculty for enhancing quality of teaching.
<b>Minutes</b>	The Director, IQAC presented format to digitally collect the student feedback on teaching by the faculty at the end of every academic year/semester. All the members agreed for the same.
<b>Agenda 7</b>	Any other item with permission of the chair.
<b>Minutes</b>	The Director, IQAC requested all the HOI's to keep the ERP software updated with details of staff and students. All the HOI' agreed for the same.

The Meeting was concluded with vote of thanks by the Director, IQAC.

  
Dr. Poonacha K.S.  
Director, IQAC  
Sumandeep Vidyapeeth



**ACTION TAKEN REPORT OF IQAC MEETING HELD ON 04/02/2022**

Item No.	PARTICULARS	DECISIONS/RESOLUTIONS	ACTION TAKEN REPORT
1.	<b>Agenda 1:</b> To discuss on the Action Taken Report of IQAC meeting held on 08/12/2021.	The action taken report of the IQAC meeting held on 08/12/2021 were read by the Director, IQAC and was confirmed by all the members.	--
2.	<b>Agenda 2:</b> To discuss on the second cycle NAAC accreditation received by the Institution.	The details of the NAAC accreditation and the grading received by the Institution i.e. score of 3.61 CGPA out of 4 on a seven point scale with A++ grading for the second cycle of accreditation, was presented by the Director, IQAC.	--
3.	<b>Agenda 3:</b> To review the strategy of IQAC for quality enhancement for the third cycle of accreditation.	<ul style="list-style-type: none"> <li>The Director, IQAC presented the strategy of IQAC for quality enhancement to be implemented immediately for the forthcoming years of third cycle of NAAC accreditation.</li> <li>The Chairperson, IQAC directed all the heads of the institutes to take a target based approach to fulfil the expected quality parameters.</li> <li>The Chairperson, IQAC asked the Director, IQAC to prepare a detailed audit schedule including the targets and to circulate among all the stake holders.</li> </ul>	<ul style="list-style-type: none"> <li>Detailed target based approach to maintain and achieve the highest quality parameters has been worked out and circulated to the concerned heads by the IQAC.</li> <li>Mid year IQAC audit of all the constituent Institutes, departments, cells and committees was conducted by IQAC in march 2022 and the report has been prepared for discussion.</li> </ul>
4.	<b>Agenda 4:</b> To review the details of AQAR	The status of AQAR compilation and submission for the academic years 2019-20	The compilation of data for AQAR 2019-20 and AQAR 2020-21 has been put on hold

**DEPARTMENT OF INTERNAL  
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	submission in the NAAC portal for the academic years 2019-20 and 2020-21.	and 2020-21 was presented by the Director, IQAC. All the members agreed to complete the work on time.	as the Institution has already submitted extended data for the academic year 2019-20(august 2019 to December 2020) in SSR, and the academic year 2020-21 does not fall under the assessment period of the Institution by the NAAC for third cycle of accreditation.
5.	<b>Agenda 5:</b> Any other item with permission of the chair.	No other item was discussed with the permission of the chair.	-

  
Dr. Poonacha KS  
Director, IQAC  
Sumandeep Vidyapeeth



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Ref No.: IQAC/M-4/07/2022

Date: 22/07/2022

**Minutes of the Meeting of Institutional Internal Quality Assurance Cell (IQAC) held on  
21/07/2022**

- The Meeting of Institutional Internal Quality Assurance Cell (IQAC) was held on 21/07/2022 at 10:00 am in the board room, 3<sup>rd</sup> floor, Department of Internal Quality Assurance, Sumandeep Vidyapeeth.
- The Vice Chancellor and Chairman IQAC, was on leave and the Meeting was Chaired by the I/C Vice Chancellor Sumandeep Vidyapeeth.
- The Dean, SBKSMIRC was represented by Additional Dean, Dr. Dinesh Chauhan.


**All the agenda were discussed and the particulars are as follows:**

<b><u>Particulars</u></b>	
<b>Agenda 1</b>	To review the Action Taken Report of IQAC meeting held on 02/05/2022.
<b>Minutes</b>	The action taken report of the IQAC meeting held on 02/05/2022 were read by the Director, IQAC and was confirmed by all the members.
<b>Agenda 2</b>	To discuss on the final internal audit of IQAC for the academic year 2021-22.
<b>Minutes</b>	<ul style="list-style-type: none"><li>• The Schedule of the final internal audit of IQAC for the academic year 2021-22 was presented by the Director, IQAC and was approved by all the members.</li><li>• The Director, IQAC informed the members that the verification of data during audit is routine process and the required data for the compilation of AQAR has already been collected from constituent Institutes/departments/sections etc.</li><li>• It was suggested by the I/C Vice Chancellor to consider any additional data if available to be included before final submission of AQAR to NAAC.</li></ul>
<b>Agenda 3</b>	To discuss on the annual report of IQAC for the academic year 2021-2022.
<b>Minutes</b>	The Annual Report of IQAC was presented by the Director, IQAC and was resolved to be accepted by all the members.
<b>Agenda 4</b>	To discuss on the Annual Quality Assurance Report of the Institution for the academic year 2021-2022.
<b>Minutes</b>	<ul style="list-style-type: none"><li>• The compiled Annual Quality Assurance Report (AQAR) of the Institution for the academic year 2021-2022 was presented by the Director, IQAC.</li></ul>

*[Signature]*

	<ul style="list-style-type: none"> <li>• It was resolved by all the members to accept the Annual Quality Assurance Report along with: <ul style="list-style-type: none"> <li>- List of interdisciplinary courses under the programmes offered during the year 2021-22.</li> <li>- Annual E-Governance report for the year 2021-22.</li> <li>- Report on the analysis of performance appraisal for teaching and non teaching staff for the year 2021-22.</li> </ul> </li> <li>• It was suggested by the I/C Vice Chancellor to add any data if applicable before final submission to NAAC.</li> </ul>
<b>Agenda 5</b>	To discuss on the Annual Report of Sumandeep Vidyapeeth for the academic year 2021-2022.
<b>Minutes</b>	<ul style="list-style-type: none"> <li>• The compiled annual report of Sumandeep Vidyapeeth, an Institution Deemed to be University was presented by the Director, IQAC.</li> <li>• It was resolved by all the members to accept the compiled Annual Report of Sumandeep Vidyapeeth for the academic year 2021-2022.</li> </ul>
<b>Agenda 6</b>	To discuss on the strategy for quality improvement in the Institution for the academic year 2022-23.
<b>Minutes</b>	<ul style="list-style-type: none"> <li>• It was resolved to get new ISO and green certifications in the academic year 2022-23 from the agencies accredited either by National Accreditation Board of Certification Bodies (NABCB) or any member Accreditation Bodies as per directives of NAAC in its circular dated 26<sup>th</sup> May 2022.</li> <li>• It was unanimously resolved by all the members to recommend the Department of Central Research and Innovation, that the faculty and residents/PG students need to be paid the actual cost of publication up to Rs. 15,000/- rather than uniformly disbursing incentives to encourage for more number of quality publications in Scopus, Web of Science, Pubmed and UGC listed journals.</li> <li>• The Director, Department of Central Research and Innovation asked Director, IQAC to instruct Chief Librarian to work on the feasibility of procuring reputed plagiarism check softwares like i-Thenticate and Turnitin for improving quality output of the research publication.</li> </ul>
<b>Agenda 7</b>	Any other item with permission of the chair.
<b>Minutes</b>	No other item was discussed

The Meeting was concluded with vote of thanks by the Director, IQAC.

  
 Dr. Poonacha K.S.  
 Director, IQAC  
 Sumandeep Vidyapeeth



**ACTION TAKEN REPORT OF IQAC MEETING HELD ON 02/05/2022**

Item No.	PARTICULARS	DECISIONS/RESOLUTIONS	ACTION TAKEN REPORT
1.	<b>Agenda 1:</b> To review the Action Taken Report of IQAC meeting held on 04/02/2022.	The action taken report of the IQAC meeting held on 04/02/2022 were read by the Director, IQAC and was confirmed by all the members.	--
2.	<b>Agenda 2:</b> To review the outcome of the meeting of Head of the Institutes convened by IQAC on 4/03/2022 with focus to enhance research related outcome of the Institution.	<ul style="list-style-type: none"> <li>The Heads of the Institutes were asked by the Chairman, IQAC to initiate actions for getting their institutes recognized by National and International Agencies as cited by examples in the minutes of meeting.</li> <li>On being cited by Director, IQAC for the less number of research related programs by the Institutes, all the HOI's agreed to conduct at least two programs on IPR/Research related topics in the current academic year.</li> <li>It was unanimously agreed by all the HOI's that, for the current batch of post graduate students who would be appearing in the final examinations:</li> </ul>	<ul style="list-style-type: none"> <li>The Heads of the Institutes have initiated process to identify the national and international agencies for getting their institute recognized.</li> <li>The Institutes have planned and conducted the IPR/Research related programs and the auditing will be done at end of July. IQAC has conducted a National webinar on "Awareness of Intellectual Property Rights and its Protection in India" in association with Patent Office, Chennai, on 15/07/2022.</li> <li>The information has been disseminated by HOI's.</li> </ul>





		<p>i. Students in three year PG program need to provide proof of submission of two articles in any reputed journal before appearing for the final examinations.</p> <p>ii. Students in two year PG program need to provide proof of submission of one article in any reputed journal before appearing for the final examinations with exception for M. Pharm students who will be submitting proof before taking No Objection Certificate after completion of final examinations.</p> <ul style="list-style-type: none"><li>• It was unanimously agreed upon by all the HOI's that from next academic year every postgraduate student in three year PG program will be publishing at least two articles and every postgraduate student in two year PG program will be publishing at least one article mandatorily before appearing in the final examination with exception for M. Pharm students who will be publishing article before taking No Objection Certificate after completion of final examinations.</li></ul>	
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3.	<b>Agenda 3:</b> To review the mid-year internal audit report of IQAC for the academic year 2021-22.	<ul style="list-style-type: none"><li>• The mid-year internal audit report was reviewed against the expected targets from the constituent institutes.</li><li>• The chairperson, IQAC directed all the HOI's to fulfil all the feasible necessary requirements within the academic year.</li><li>• The chairperson, IQAC directed Principal, DOP who is also Director, Dept. of Central Research and Innovation to facilitate instillation of Institutional Research Awards and also to notify the Start-up policy before 15<sup>th</sup> may 2022.</li><li>• On suggestion of Dean, KMSDCH on the queries by publishing houses to get the manuscript checked for plagiarism using soft wares like Turnitin and i-Thenticate software only, the Chairman, IQAC directed Director, Dept. of Central Research and Innovation to work out the options to reimburse charges incurred by the author for such plagiarism checks.</li><li>• The Director, IQAC insisted to begin undergraduate research projects in all the constituent institutes in lines with the EviGenCHIP program of SBKS Medical Institute and Research</li></ul>	<ul style="list-style-type: none"><li>• The final annual audit of IQAC is underway and the non-compliance/non fulfilment of requirements will be intimated to concerned heads individually.</li></ul>
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4.	<b>Agenda 4:</b> To discuss on the quality enhancement programs to be conducted by IQAC in the remaining months of academic year 2021-22.	The Director, IQAC briefed all the members about the preparations for upcoming national level webinar to be conducted by IQAC on "E-content Development and Delivery: An Innovative Pedagogical Method" scheduled on 5/05/2022 and also the plans to conduct one more quality related program tentatively in the month of June 2022.	<ul style="list-style-type: none"> <li>• National webinar on "E-content Development and Delivery: An Innovative Pedagogical Method" was successfully conducted on 5/05/2022 by IQAC.</li> <li>• National webinar on "Awareness of intellectual property Rights and its Protection in India" was successfully conducted by IQAC along with IPR cell in association with Central Patent Office Chennai on 15/07/2022.</li> </ul>
5.	<b>Agenda 5:</b> To review the utilization of digital studio for E-Content development by faculty.	It was briefed by the Director, IQAC that digital studio is being utilized only by Sumandeep Nursing College for development of E-Contents and other Institutes have been asked to prepare a time table for development of E-Contents by the faculty in the facility.	The lecture recordings of College of Physiotherapy is complete, Other Institutes need to prepare detailed time table in consultation with ICT section.
6.	<b>Agenda 6:</b> Introduction of student feedback on faculty for enhancing quality of teaching.	The Director, IQAC presented format to digitally collect the student feedback on teaching by the faculty at the end of every academic year/semester. All the members agreed for the same.	The Comprehensive Feedback cell of the Institution has been instructed by IQAC to conduct the feedback on teaching by faculty on completion of academic year.
7.	<b>Agenda 7:</b> Any other item with permission of the chair.	The Director, IQAC requested all the HOI's to keep the ERP software updated with details of staff and students. All the HOI' agreed for the same.	The updation of ERP software pertaining to students and faculty is being done in all the constituent institutes.

Dr. Poornach KS  
Director, IQAC

Sumandeep Vidyapeeth