

**DEPARTMENT OF INTERNAL
QUALITY ASSURANCE**



SUMANDEEP VIDYAPEETH

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956
Accredited by NAAC with a CGPA of 3.61 out of four at 'A++' Grade in Second Cycle
Category - I Deemed to be University under UGC Regulations 2018

At Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat State, INDIA. Pin Code: 391760. Phone: +91 2668 245262 / 64 / 66, Ext. No.: 2832, Fax no.: +91 2668245069.
E-mail Id:director.iqac@sumandeepvidyapeethdu.edu.in, info@sumandeepvidyapeethdu.edu.in | Website: www.sumandeepvidyapeethdu.edu.in

Ref No.: IQAC/M-1/12/2022

Date: 15/12/2022

**Minutes of the Meeting of Institutional Internal Quality Assurance Cell (IQAC) held on
13/12/2022**

- The Meeting of Institutional Internal Quality Assurance Cell (IQAC) was held on 13/12/2022 at 3:00 pm in the board room, 3rd floor, Department of Internal Quality Assurance, Sumandeep Vidyapeeth.
- The Meeting was Chaired by the Hon'ble Vice Chancellor, Sumandeep Vidyapeeth.
- Dr. G.V. Shah did not attend the meeting as he had taken prior permission from the chairperson.
- The student members were absent as they had completed their duration of study program at the Institution.

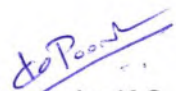
All the agenda were discussed and the particulars are as follows:

<u>Particulars</u>														
Agenda 1	To review the Action Taken Report of IQAC meeting held on 21/07/2022.													
Minutes	The action taken report of the IQAC meeting held on 21/07/2022 were read by the Director, IQAC and was confirmed by all the members.													
Agenda 2	To discuss on the frequency of internal audit by IQAC for the academic year 2022-23.													
Minutes	The Director, IQAC presented the frequency of audit for the academic year 2022-23 and their tentative time period as follows: <table><tr><th>Sl. No.</th><th>Audit Number</th><th>Tentative Period of Audit</th></tr><tr><td>1.</td><td>First audit (after five months of academic year)</td><td>January 2023</td></tr><tr><td>2.</td><td>Second audit (after nine months of academic year)</td><td>April 2023</td></tr><tr><td>3.</td><td>AQAR compilation (after 12 to 15 months of academic year)</td><td>September- October 2023</td></tr></table>		Sl. No.	Audit Number	Tentative Period of Audit	1.	First audit (after five months of academic year)	January 2023	2.	Second audit (after nine months of academic year)	April 2023	3.	AQAR compilation (after 12 to 15 months of academic year)	September- October 2023
Sl. No.	Audit Number	Tentative Period of Audit												
1.	First audit (after five months of academic year)	January 2023												
2.	Second audit (after nine months of academic year)	April 2023												
3.	AQAR compilation (after 12 to 15 months of academic year)	September- October 2023												
	The proposal was accepted by all the members.													
Agenda 3	To discuss on restructuring of IQAC in view of addition of new constituent Institutes.													

Minutes	The Director, IQAC proposed to restructure the IQAC in view of addition of new constituent Institutes in Sumandeep Vidyapeeth, retirement/movement of existing members, and completion of study duration of student members as follows: In the category of Senior Administrative Officers: 1. Dr. Bakul Javadekar Dean, SBKSMIRC in place of Dr. Paresh Golwala 2. Dr. Vivek Kumar Jha, Principal, DASLP (new induction) 3. Dr. K.K. Upadhyay, Principal, SAMCH (new induction) 4. Dr. Rakesh Gohel, Principal, SHMCH (new induction) In the category of Three to Eight teachers: 1. Mr. Nirmal Raj, Prof., SNC (discontinued) 2. Dr. Kaplesh Satani, Prof., COP (discontinued) 3. Dr. Medha Wadhwa, Asso. Prof., DOM (discontinued) 4. Dr. Priyanka Sharma, Asst. Prof., SBKSMIRC (discontinued) 5. Dr. Navneet Kumar, I/C Principal, Dept. of Paramedical Sciences (new induction) In the category of One or two nominees from Local Society, Students and Alumni: 1. Mr. Bhavya Modi, Student (discontinued) 2. Ms. Sejal Mutha, Student (discontinued) 3. Mr. Moiz Ali, Student (new induction) 4. Ms. Vaibhavi Pusadkar, Student (new induction) In the category of One / two nominees from employer / industrialist / stakeholders: 1. Dr. K.K. Upadhyay (Shifted to category of administrative officers) 2. Ms. Poonam Verma, Dy. Director, IQAC (new induction) The proposal was accepted by all the members.
Agenda 4	To discuss on revision of targets to be achieved in the academic year 2022-23 based on data of AQAR-2021-22.
Minutes	• The Director, IQAC projected the outcome of the performance achieved against the given targets to the constituent Institutes for the academic year 2021-22. The Chairperson, IQAC stressed on the importance of requirement to compensate for the shortcomings in the academic year 2022-23. • The Chairperson, IQAC directed the Director, IQAC to circulate renewed targets to the existing and newly added constituent Institutes in the month of

	January 2023 after submission of AQAR.
Agenda 5	To discuss on the strategy of action to be taken against individuals not complying by the IQAC directives to submit necessary data on time.
Minutes	The Director, IQAC discussed on the problems faced by his team in collecting and compiling the data due to non compliance of oral directives and requests by individual faculty. The Chairperson, IQAC asked all the Heads of the Institutes to take the responsibility of timely submission of data to IQAC as required and also directed them to take appropriate disciplinary actions deemed fit against individuals on receipt of specific complaints from IQAC.
Agenda 7	Any other item with permission of the chair.
Minutes	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

**DEPARTMENT OF INTERNAL
QUALITY ASSURANCE**



SUMANDEEP VIDYAPEETH

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956
Accredited by NAAC with a CGPA of 3.61 out of four at 'A++' Grade in Second Cycle
Category - I Deemed to be University under UGC Regulations 2018

At Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat State, INDIA. Pin Code: 391760. Phone: +91 2668 245262 / 64 / 66, Ext. No.: 2832, Fax no.: +91 2668245069.
E-mail Id: director.iqac@sumandeepvidyapeethdu.edu.in, info@sumandeepvidyapeethdu.edu.in | Website: www.sumandeepvidyapeethdu.edu.in

Ref No.: IQAC/M-2/02/2023

Date: 13/02/2023

**Minutes of the Meeting of Institutional Internal Quality Assurance Cell (IQAC) held on
10/02/2023**

- The Meeting of Institutional Internal Quality Assurance Cell (IQAC) was held on 10/02/2023 at 3:00 pm in the Chanakya Hall, Administrative Building, Sumandeep Vidyapeeth.
- The Meeting was Chaired by the Hon'ble Vice Chancellor, Sumandeep Vidyapeeth.
- Dean-SBKSMIRC, Principal-DOP, Principal-SNC, Principal-DASLP and I/C Principal, Dept. of Paramedical Sciences were represented by their nominees as they were preoccupied due to other official duties.

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

<u>Particulars</u>	
Agenda 1	To review the Action Taken Report of IQAC meeting held on 13/12/2022.
Minutes	The action taken report of the IQAC meeting held on 13/12/2022 was read by Director, IQAC and confirmed by all the members.
Agenda 2	To discuss on the outcome of expected output from constituent Institutes/Departments/Sections/Cells during the academic year 2021-22.
Minutes	• The outcome of the expected output from constituent Institutes/Departments/Sections/Cells during the academic year 2021-22 were read out by the Director, IQAC. • The Director, IQAC pointed out the deficiencies and shortcomings by the constituent Institutes and various Sections/Departments/Cells in achieving the given targets at the beginning of the academic year 2021-22. • The Vice Chancellor asked the Heads of the Institutes to compensate for the shortcomings of Academic year 2021-22 in the academic year 2022-23 specifically in the areas of starting new fellowships and introduction of new Value Added Courses. • The Vice Chancellor specifically emphasized on strengthening various research activities and the importance of publishing the Research articles in specific indexed journals as per requirement of NAAC.
Agenda 3	Finalization of expected output from constituent Institutes/Departments/Sections/Cells for the academic year 2022-23.

Signature

Minutes	- The Director, IQAC presented the details of expected output from constituent Institutes/Departments/ Sections/Cells for the academic year 2022-23, which was based on the output from various areas in the academic year 2021-22. - The Director, IQAC also presented the details of the first audit of IQAC for the academic year 2022-23 held in the month of January 2023. - All the members of the committee agreed upon the targets defined for the academic year 2022-23 in various areas. - The Vice Chancellor directed all the members to ensure fulfilment of the targets within the academic year.
Agenda 4	To discuss on the suggestions for quality enhancement by IQAC to constituent Institutes/Departments/Sections/Cells.
Minutes	The Director, IQAC presented the compiled document prepared by IQAC, mentioning suggestions for quality improvement in various areas namely 1. Constituent Institutes 2. Admission section 3. Academic section 4. Learning Resource Centre 5. Examination Section 6. Dept. of Institutional Social Responsibility 7. Literary, Arts and Cultural Cell 8. Placement Cell 9. Competitive Examination and Career Enhancement 10. Student and Faculty Development Cell 11. Dept of Sports and Physical Education 12. Dept. of Establishment and Human Assets 13. Electrical Department 14. Alumni Association The Vice Chancellor asked Director, IQAC to communicate the suggestions to heads of respective areas for active implementation of the same.
Agenda 5	Any other item with permission of the chair.
Minutes	1. The Dean, KMSDCH requested to provide incentives for the second or corresponding author of any publication, for which the Vice Chancellor asked Director, IQAC to give necessary recommendations to the Dept. of Central Research and Innovation for further deliberations. 2. Dr. Rajesh Maheshwari representing Principal, DOP suggested that the publications in association with other institutes outside Sumandeep Vidyapeeth to be made eligible for getting incentives for which the Vice

	Chancellor asked Director, IQAC to give necessary recommendations to the Dept. of Central Research and Innovation for further deliberations. 3. The Dean, KMSDCH requested to provide official e-mail ID's for the students for which the Vice Chancellor agreed to provide need based official e-mail ID's to students initially. 4. The Principal, COP said that the content developed at Lecture Recording Room is getting delayed due to technical issues for which the Vice Chancellor asked Director, IQAC to get it rectified through Dept. of Systems and Operations.
--	--

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


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

**DEPARTMENT OF INTERNAL
QUALITY ASSURANCE**



SUMANDEEP VIDYAPEETH

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956
Accredited by NAAC with a CGPA of 3.61 out of four at 'A++' Grade in Second Cycle
Category - I Deemed to be University under UGC Regulations 2018

At Post: Piparia, Taluka: Waghodia, District: Vadodara, Gujarat State, INDIA. Pin Code: 391760. Phone: +91 2668 245262 / 64 / 66, Ext. No.: 2832, Fax no.: +91 2668245069.
E-mail Id: director.iqac@sumandeepvidyapeethdu.edu.in, info@sumandeepvidyapeethdu.edu.in | Website: www.sumandeepvidyapeethdu.edu.in

Ref No.: IQAC/M-3/05/2023

Date: 11/05/2023

**Minutes of the Meeting of Institutional Internal Quality Assurance Cell (IQAC) held on
08/05/2023**

- The Meeting of Institutional Internal Quality Assurance Cell (IQAC) was held on 08/05/2023 at 3:00 pm in the Chanakya Hall, Administrative Building, Sumandeep Vidyapeeth.
- The Meeting was Chaired by the Hon'ble Vice Chancellor, Sumandeep Vidyapeeth.
- Principal, Sumandeep Nursing College was represented by Mr. Rajesh as she was on leave.

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

<u>Particulars</u>	
Agenda 1	To review the Action Taken Report of IQAC meeting held on 10/02/2023.
Minutes	The action taken report of the IQAC meeting held on 10/02/2023 was read by the Director, IQAC and confirmed by all the members.
Agenda 2	To review the second IQAC audit report conducted in April 2023
Minutes	• The Director, IQAC presented the report of second IQAC audit conducted in the month of April 2023. • The Director, IQAC pointed out the deficiencies and shortcomings by the constituent Institutes and various Sections/Departments/Cells in achieving the targets given at the beginning of academic year 2022-23. • The Vice Chancellor asked the Heads of the Institutes to explain about the reason for delay in introducing and conducting new Value added courses, for which all the Heads of the Institutes agreed to conduct the courses before July 2023. • In order to increase the output in areas of professional and faculty development by conduction of more academic events in the Institution and to encourage participation of the faculty in various types of academic events, The Director, IQAC presented the draft copy of new Student and Faculty Development Policy containing revised financial allocation for conduction of academic events and increased incentives for teaching faculty to participate in various types of academic events.

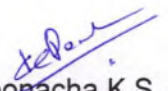
del

	The Vice Chancellor asked the Heads of the Institutes to fulfil all the requirements as pointed out by IQAC in a planned manner before completion of the academic year 2022-23.
Agenda 3	To discuss and review the E-Content Development Training Programs to be conducted for faculty across constituent Institutes.
Minutes	- The Director, IQAC presented the proposed next five year schedule prepared by IQAC for conducting E-Content Development Training Programs, enlisting the role of different constituent Institutes in organizing such training programs. All the Heads of the Institutes agreed for the same. - The Director, IQAC presented the suggested list of Topics related to E-Content Development Training Programs which can be made use by the constituent Institutes.
Agenda 4	To discuss on the Introduction of fellowship programs by the constituent Institutes.
Minutes	- The Director, IQAC presented the copy of e-mail notification from the office of the Registrar, dated 10/02/2023 to all the Heads of the Institutes to provide list of proposed fellowship programs to be undertaken in various specialties/subjects/topics within the ambit of UGC [Categorization of Universities (only) for grant of graded autonomy] regulations. - The Registrar addressed the concerns of the Heads of the Departments and asked them to take up the matter in their forthcoming Board of Studies meeting for further discussion and deliberations. - The Director, IQAC presented the list of fellowship programs conducted by various other health care based Higher Education Institutions of repute from across the country as reference.
Agenda 5	To discuss on the strategy to improve paper publications by faculty.
Minutes	- The Vice Chancellor pointed out at the decline in number of publications per faculty compared to previous calendar year. - The Director, IQAC presented the notified office order dated 25-03-2023 pertaining to the 'Revised Incentives for Research Publications and Intellectual Property Rights' which contains enhanced incentives for research publications, books and chapter authorships and Intellectual Property Rights. - The Registrar asked all the Heads of the Institutes to interact with teaching faculty on one to one basis and ensure that the sufficient numbers of research data are published. - The Director, IQAC presented the list of journals under the indexing

del.

	databases of Scopus, Web of Science and UGC care ID which are updated till February 2023. The Principal, Department of Pharmacy requested the Vice Chancellor to consider incentives for second and subsequent authors of the Institution in collaborative research publications, for which the Vice Chancellor asked to submit the written proposal to the Office of the Registrar.
Agenda 6	Any other Item with permission of the Chair.
	With permission of the Chair, The Director, IQAC presented a tentative schedule in which the IQAC will be visiting all the constituent Institutes in the month of June as a part of hand holding exercise and further guidance for the concerned coordinators and faculty. The Vice Chancellor asked Director, IQAC to conduct Orientation Programs for all the Heads of the Institutes and also for the teaching faculty separately.

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


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



Ref No.: IQAC/M-4/07/2023

Date: 28/07/2023

**Minutes of the Meeting of Institutional Internal Quality Assurance Cell (IQAC) held on
26/07/2023**

- The Meeting of Institutional Internal Quality Assurance Cell (IQAC) was held on 26/07/2023 at 3:00 pm in the Chanakya Hall, Administrative Building, Sumandeep Vidyapeeth.
- The Meeting was Chaired by the Hon'ble Vice Chancellor, Sumandeep Vidyapeeth.
- Dean, SBKSMI&RC was represented by Dr. Dinesh Chauhan, Addl. Dean, SBKSMI&RC as he was on leave.
- Principal, Department of Management was represented by Mr. Rahul Sharma as he was on leave.

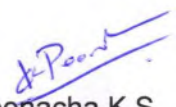
All the agenda were discussed and the particulars are as follows:

Particulars	
Agenda 1	To review the Action Taken Report of IQAC meeting held on 08/05/2023.
Minutes	The action taken report of the IQAC meeting held on 08/05/2023 was read by the Director, IQAC and confirmed by all the members.
Agenda 2	To review the outcome of action taken by constituent institutes on identified shortcomings by IQAC in the audit conducted in April 2023.
Minutes	• The Director, IQAC pointed out at the efforts to be made by the constituent Institutes to address identified shortcomings. These included areas such as research publications and the funded extramural research projects from both government and non-government bodies. • The Director, IQAC stressed on the efforts to be made towards obtaining recognition for the constituent Institutes and its various departments from National and International Agencies. • The Director, IQAC suggested to take up student and faculty exchange initiatives in a two-phased approach. Initially, the focus to be on implementing exchange programs at the local level, and subsequently, expanding to include exchanges from reputed Institutes located outside Vadodara. • The Heads of the Institutes were asked to percolate the notified renewed

	policies of 'Financial Assistance for Organizing/Participating in Professional and Faculty Development Programs' and 'Research Incentive Policy' to the entire teaching faculty under them.
Agenda 3	To review the status of initiation of fellowship programs from the academic year 2023-24.
Minutes	• The Director, IQAC presented the status of fellowships initiated by the constituent institutes for the academic year 2023-24. The fellowship programs were planned by the Department of Pharmacy, College of Physiotherapy, Department of Management, and Department of Audiology & Speech-Language Pathology. However, the Principal, Sumandeep Nursing College said that they have planned for three diploma programs from the academic year 2023-24. • Dr. G.V. Shah, pointed out that there is a significant scope for introducing fellowship programs at S.B.K.S. Medical Institute & Research Centre and K.M. Shah Dental College & Hospital and the Institutes should actively plan for the implementation of such programs. • Additionally, the Director of IQAC shared a list of fellowship programs conducted by various other reputable healthcare-based Higher Education Institutions from across the country as a point of reference.
Agenda 4	Briefing on the outcome of quality initiative program conducted by IQAC on 'Quality Research During Digital Era' on 6/07/2023.
Minutes	• The Director, IQAC briefed all the members on the report of the program 'Quality Research During Digital Era' which was conducted by IQAC along with Dept. of Central Research and Innovation. The briefing included details like the number of participants from within and outside the country, guest speakers and feedback analysis report etc. • All the members of the committee appreciated the program.
Agenda 5	Briefing on the surveillance inspection of Sumandeep Vidyapeeth Institutional Ethical Committee (SVIEC) by NABH.
Minutes	• The Director, IQAC presented the Validity details of NABH accreditation of SVIEC and briefed the members about the Surveillance inspection conducted by NABH on 15/07/2023.
Agenda 6	To discuss onrenewal of ISO certifications ISO 21001:2018 for educational Institutions, ISO14001:2015 for environment management and ISO 50001 for energy management.
Minutes	• The Director, IQAC discussed the validity of ISO certifications and provided updates based on the NAAC advisory regarding ISO 9001, Green Certificates, and Audits. In accordance with the advisory, IQAC has identified the authorized agencies which are members of Accreditation

	Bodies(ABs) and operate under the aegis of the International Accreditation Forum (IAF) for conducting these audits.
Agenda 7	To discuss on the schedule for final IQAC audit of all the constituent Institutes, Departments and Cells for the academic year 2022-23.
Minutes	- The Director, IQAC presented the final audit schedule for all the constituent Institutes, Departments, and Cells for the academic year 2022-23. The audit is set to commence on 21/08/2023 and conclude on 12/09/2023. - To ensure a smooth audit process, it was suggested that all constituent Institutes, Departments, and Cells promptly complete the documentation work as per the IQAC's requirements within the allocated schedule.
Agenda 8	Any other Item with permission of the Chair.
Minutes	No other point was discussed with permission of the Chair.

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

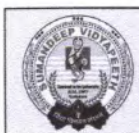

 Dr. Poonacha K.S.
 Director, IQAC
 Sumandeep Vidyapeeth



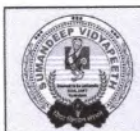
ACTION TAKEN REPORT OF IQAC MEETING HELD ON 21/07/2022

Item No.	Particulars	Decisions/Resolutions	Action Taken
1.	Agenda 1: To review the Action Taken Report of IQAC meeting held on 02/05/2022.	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.	--
2.	Agenda 2: To discuss on the final internal audit of IQAC for the academic year 2021-22.	• 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. • 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. • 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.	The final internal audit of IQAC for the academic year 2021-22 was completed as per schedule and the validated data has been utilized for updating and final compilation of the AQAR-2021-22.
3.	Agenda 3: To discuss on the annual report of IQAC for the academic year 2021-2022.	The Annual Report of IQAC was presented by the Director, IQAC and was resolved to be accepted by all the members.	The annual report of IQAC for the academic year 2021-22 is included as a part of AQAR 2021-22 and will be uploaded on NAAC portal.
4.	Agenda 4: To discuss on the	• The compiled Annual Quality Assurance Report	The compiled Annual Quality Assurance Report

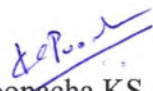
de



	Annual Quality Assurance Report of the Institution for the academic year 2021-2022.	(AQAR) of the Institution for the academic year 2021-2022 was presented by the Director, IQAC. - It was resolved by all the members to accept the Annual Quality Assurance Report along with: - List of interdisciplinary courses under the programmes offered during the year 2021-22. - Annual E-Governance report for the year 2021-22. - Report on the analysis of performance appraisal for teaching and non teaching staff for the year 2021-22. - It was suggested by the I/C Vice Chancellor to add any data if applicable before final submission to NAAC.	(AQAR) of the Institution for the academic year 2021-2022 along with List of interdisciplinary courses under the programmes offered during the year 2021-22, Annual E-Governance report for the year 2021-22 and Report on the analysis of performance appraisal for teaching and non teaching staff for the year 2021-22 have been submitted to Office of the Registrar for presentation before Board of Management.
5.	Agenda 5: To discuss on the Annual Report of Sumandeep Vidyapeeth for the academic year 2021-2022.	- The compiled annual report of Sumandeep Vidyapeeth, an Institution Deemed to be University was presented by the Director, IQAC. - It was resolved by all the members to accept the compiled Annual Report of Sumandeep Vidyapeeth for the academic year 2021-2022.	The compiled annual report of Sumandeep Vidyapeeth, an Institution Deemed to be University will be uploaded on Institutional Website after due approval from Board of Management.
6.	Agenda 6: To discuss on the strategy for quality improvement in the Institution for the academic year	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	The IQAC will be pursuing agencies accredited either by National Accreditation Board of Certification Bodies (NABCB) or any member Accreditation Bodies as per directives of



	2022-23.	(NABCB) or any member Accreditation Bodies as per directives of NAAC in its circular dated 26th May 2022. - 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. - 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.	NAAC for ISO and green certifications in the second half of the academic year 2022-23. - The recommendations of the IQAC committee to consider revision of incentives for faculty and residents/PG students for paper publications has been communicated to the Department of Central Research and innovation. - The Chief librarian is communicated to work on the feasibility of procuring reputed plagiarism check softwares like i-Thenticate and Turnitin for improving quality output of the research publication.
7.	Agenda 7: Any other item with permission of the chair.	No other item was discussed	--


Dr. Poonacha KS
Director, IQAC
Sumandeep Vidyapeeth



ACTION TAKEN REPORT OF IQAC MEETING HELD ON 13/12/2022

Item No.	Particulars	Decisions/Resolutions	Action Taken												
1.	Agenda 1: To review the Action Taken Report of IQAC meeting held on 21/07/2022.	The action taken report of the IQAC meeting held on 21/07/2022 were read by the Director, IQAC and was confirmed by all the members.	--												
2.	Agenda 2: To discuss on the frequency of internal audit by IQAC for the academic year 2022-23.	The Director, IQAC presented the frequency of audit for the academic year 2022-23 and their tentative time period as follows: <table><tr><th>Sl. No.</th><th>Audit Number</th><th>Tentative Period of Audit</th></tr><tr><td>1.</td><td>First audit (after five months of academic year)</td><td>January 2023</td></tr><tr><td>2.</td><td>Second audit (after nine months of academic year)</td><td>April 2023</td></tr><tr><td>3.</td><td>AQAR compilation (after 12 to 15 months of academic year)</td><td>September-October 2023</td></tr></table> The proposal was accepted by all the members.	Sl. No.	Audit Number	Tentative Period of Audit	1.	First audit (after five months of academic year)	January 2023	2.	Second audit (after nine months of academic year)	April 2023	3.	AQAR compilation (after 12 to 15 months of academic year)	September-October 2023	The first audit is completed by IQAC as per schedule.
Sl. No.	Audit Number	Tentative Period of Audit													
1.	First audit (after five months of academic year)	January 2023													
2.	Second audit (after nine months of academic year)	April 2023													
3.	AQAR compilation (after 12 to 15 months of academic year)	September-October 2023													
3.	Agenda 3: To discuss on restructuring of IQAC in view of addition of new constituent Institutes.	The Director, IQAC proposed to restructure the IQAC in view of addition of new constituent Institutes in Sumandeep Vidyapeeth and due to retirement/movement of existing members, and completion of study duration of student members as follows: In the category of Senior Administrative Officers: 1. Dr. Bakul Javadekar Dean, SBKSMIRC in place of Dr.	The IQAC has been restructured as mentioned in the Minutes of Meeting.												

Handwritten signature

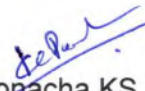


		Paresh Golwala - Dr. Vivek Kumar Jha, Principal, DASLP (new induction) - Dr. K.K. Upadhyay, Principal, SAMCH (new induction) - Dr. Rakesh Gohel, Principal, SHMCH (new induction) In the category of Three to Eight teachers: - Mr. Nirmal Raj, Prof., SNC (discontinued) - Dr. Kaplesh Satani, Prof., COP (discontinued) - Dr. Medha Wadhwa, Asso. Prof., DOM (discontinued) - Dr. Priyanka Sharma, Asst. Prof., SBKSMIRC (discontinued) - Dr. Navneet Kumar, I/C Principal, Dept. of Paramedical Sciences (new induction) In the category of One or two nominees from Local Society, Students and Alumni: - Mr. Bhavya Modi, Student (discontinued) - Ms. Sejal Mutha, Student (discontinued) - Mr. Moiz Ali, Student (new induction) - Ms. Vaibhavi Pusadkar, Student (new induction) In the category of One / two nominees from employer / industrialist / stakeholders: - Dr. K.K. Upadhyay (Shifted to category of administrative officers) - Ms. Poonam Verma, Dy. Director, IQAC (new induction) The proposal was accepted by all the members.	
4.	Agenda 4: To discuss on revision of	The Director, IQAC projected the outcome of the performance achieved against the given targets	The renewed targets has been prepared and taken up for discussion

Signature



	targets to be achieved in the academic year 2022-23 based on data of AQAR-2021-22.	to the constituent Institutes for the academic year 2021-22. The Chairperson, IQAC stressed on the importance of requirement to compensate for the shortcomings in the academic year 2022-23. 2. The Chairperson, IQAC directed the Director, IQAC to circulate renewed targets to the existing and newly added constituent Institutes in the month of January 2023 after submission of AQAR.	in the current meeting.
5.	Agenda 5: To discuss on the strategy of action to be taken against individuals not complying by the IQAC directives to submit necessary data on time.	1. The Director, IQAC discussed on the problems faced by his team in collecting and compiling the data due to non compliance of oral directives and requests by individual faculty. 2. The Chairperson, IQAC asked all the Heads of the Institutes to take the responsibility of timely submission of data to IQAC as required and also directed them to take appropriate disciplinary actions deemed fit against individuals on receipt of specific complaints from IQAC.	The Director, IQAC has been personally following up with the concerned authorities in cases of non compliance pertaining to timely submission of data and shortcomings.
3.	Agenda 6: Any other item with permission of the chair.	No other item was discussed	--


Dr. Poonacha KS
Director, IQAC
Sumandeep Vidyapeeth



ACTION TAKEN REPORT OF IQAC MEETING HELD ON 10/02/2023

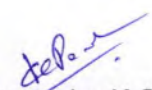
Item No.	Agenda	Decisions/Resolutions	Action Taken
1.	Agenda 1: To review the Action Taken Report of IQAC meeting held on 13/12/2022.	The action taken report of the IQAC meeting held on 13/12/2022 was read by Director, IQAC and confirmed by all the members.	-
2.	Agenda 2: To discuss on the outcome of expected output from constituent Institutes/Departments/Sections/Cells during the academic year 2021-22.	- The outcome of the expected output from constituent Institutes/Departments/Sections/Cells during the academic year 2021-22 were read out by the Director, IQAC. - The Director, IQAC pointed out the deficiencies and shortcomings by the constituent Institutes and various Sections/Departments/Cells in achieving the given targets at the beginning of the academic year 2021-22. - The Vice Chancellor asked the Heads of the Institutes to compensate for the shortcomings of Academic year 2021-22 in the academic year 2022-23 specifically in the areas of starting new fellowships and introduction of new Value Added Courses. - The Vice Chancellor specifically emphasized on strengthening various research activities and the importance of publishing the	- The matter of introduction of fellowships was discussed in the academic council meeting held on 30/12/2022 and all the HOI's were requested to start fellowship programs - A separate official communication to all the Heads of the Institute was sent by the Registrar on 10/02/2023 with request to provide the list of proposed fellowship programs to be undertaken from A.Y. 2022-23 & 2023-24, in various specialty / subjects / topics. - In order to guide the constituent Institutes, IQAC has identified various topics under different specialities for fellowship programs on similar lines with HEI's of repute. - In order to strengthen the research activities and increase the number of publications, the research

Handwritten signature

		Research articles in specific indexed journals as per requirement of NAAC.	incentive policy was revised and notified (ref. No. SVDU/R/1881/2022-23 dated 25/03/2023) with increased allocation/incentives under all applicable heads.
3.	Agenda 3: Finalization of expected output from constituent Institutes/ Departments/ Sections/ Cells for the academic year 2022-23.	- The Director, IQAC presented the details of expected output from constituent Institutes/Departments/ Sections/Cells for the academic year 2022-23, which was based on the output from various areas in the academic year 2021-22. - The Director, IQAC also presented the details of the first audit of IQAC for the academic year 2022-23 held in the month of January 2023. - All the members of the committee agreed upon the targets defined for the academic year 2022-23 in various areas. The Vice Chancellor directed all the members to ensure fulfilment of the targets within the academic year.	- The AQAR 2021-22 was uploaded on NAAC portal on 20/03/2023 and was accepted by NAAC on 30/03/2023. - The IQAC conducted second audit of the Academic year 2022-23 in the month of April 2023 as per decided schedule and the report is being presented in the current meeting as Agenda no. 2.
4.	Agenda 4: To discuss on the suggestions for quality enhancement by IQAC to Constituent Institutes/ Departments / Sections/ Cells.	The Director, IQAC presented the compiled document prepared by IQAC, mentioning suggestions for quality improvement in various areas namely 1. Constituent Institutes 2. Admission section 3. Academic section 4. Learning Resource Centre 5. Examination Section 6. Dept. of Institutional Social Responsibility	- To fine tune the suggestions given to Institutes, the IQAC has prepared a detailed table and guidelines for conduct of e-content training programs for faculty by the constituent Institutes, which is being presented as Agenda no. 3 in the current meeting. - Full time Assistant Registrar, Academics has been appointed by the Institution to

		7. Literary, Arts and Cultural Cell 8. Placement Cell 9. Competitive Examination and Career Enhancement 10. Student and Faculty Development Cell 11. Dept of Sports and Physical Education 12. Dept. of Establishment and Human Assets 13. Electrical Department 14. Alumni Association The Vice Chancellor asked Director, IQAC to communicate the suggestions to heads of respective areas for active implementation of the same.	look after the academic section. • All the cells and committees under the Department of Student and Staff Welfare has been reconstituted and the members have been briefed about the expectations and suggestions from IQAC. • To increase the participation of faculty in various professional development programs and disbursal of incentives, the policy of Student and Faculty Development cell is being reviewed and the modified version will be notified shortly by the Institution. • The Dept. of Sports and Physical Education has identified various Regional/State/National level sports activity in which students from Sumandeep Vidyapeeth can take part and the Dept. is also involved in conducting atleast one Regional/State/National level sports activity within the campus. • IQAC has interacted with all the cells and the suggestions for quality improvement has been communicated.
5.	Agenda 5: Any other item with permission of the	1. The Dean, KMSDCH requested to provide incentives for the second or corresponding	• The provision to provide incentives for the second author of any publication has

chair.	author of any publication, for which the Vice Chancellor asked Director, IQAC to give necessary recommendations to the Dept. of Central Research and Innovation for further deliberations. 2. Dr. Rajesh Maheshwari representing Principal, DOP suggested that the publications in association with other institutes outside Sumandeep Vidyapeeth to be made eligible for getting incentives for which the Vice Chancellor asked Director, IQAC to give necessary recommendations to the Dept. of Central Research and Innovation for further deliberations. 3. The Dean, KMSDCH requested to provide official e-mail ID's for the students for which the Vice Chancellor agreed to provide need based official e-mail ID's to students initially. The Principal, COP said that the content developed at Lecture Recording Room is getting delayed due to technical issues for which the Vice Chancellor asked Director, IQAC to get it rectified through Dept. of Systems and Operations.	been addressed in the office order ref. No. SVDU/R/1881/2022-23 dated 25/03/2023 (Revised incentives for research publications and Intellectual Property Rights). • The publications in collaboration with other Institutes will be eligible for incentive claim if the teaching faculty is the first author and prior permission to be obtained by the researcher from Director, Research/Ethical Committee of Sumandeep Vidyapeeth. (office order ref. No. SVDU/R/1881/2022-23 dated 25/03/2023) • The technical issues pertaining to the processing of contents developed in Lecture Recording Room is addressed and there is no pending projects.
---------------	--	---


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



ACTION TAKEN REPORT OF IQAC MEETING HELD ON 08/05/2023

Item No.	Agenda	Decisions/Resolutions	Action Taken
1.	Agenda 1: To review the Action Taken Report of IQAC meeting held on 10/02/2023.	The action taken report of the IQAC meeting held on 10/02/2023 was read by the Director, IQAC and confirmed by all the members.	--
2.	Agenda 2: To review the second IQAC audit report conducted in April 2023	- The Director, IQAC presented the report of second IQAC audit conducted in the month of April 2023. - The Director, IQAC pointed out the deficiencies and shortcomings by the constituent Institutes and various Sections/Departments/ Cells in achieving the targets given at the beginning of academic year 2022-23. - The Vice Chancellor asked the Heads of the Institutes to explain about the reason for delay in introducing and conducting new Value added courses, for which all the Heads of the Institutes agreed to conduct the courses before July 2023. - In order to increase the output in areas of professional and faculty development by conduction of more academic events in the Institution and to encourage participation of the faculty in various types of academic events, The Director, IQAC presented the draft copy of new Student and Faculty Development Policy containing	- SBKS Medical Institute & Research Centre, K.M. Shah Dental College & Hospital, Department of Pharmacy, Sumandeep Nursing College, Department of Paramedical Sciences and Department of Management have conducted Value Added Course as advised by IQAC. - The Department of Audiology and Speech Language Pathology has assured to conduct two New Value Added Programs in academic year 2023-24. - In order to increase the output in terms of Professional and Faculty development programs, revised 'Policy on Financial Assistance for Organizing/Participating in Professional and Faculty Development Programs' has been notified on 27/05/2023. The policy has enhanced

Handwritten signature

		revised financial allocation for conduction of academic events and increased incentives for teaching faculty to participate in various types of academic events. The Vice Chancellor asked the Heads of the Institutes to fulfil all the requirements as pointed out by IQAC in a planned manner before completion of the academic year 2022-23.	budgetary allocation for conducting academic programs of various levels and incentives for faculty to participate and undertake presentations at academic events. IQAC will be conducting third/final audit for the academic year 2022-23 in august 2023 and the outcome of each institute/department/cell will be assessed.
3.	Agenda 3: To discuss and review the E-Content Development Training Programs to be conducted for faculty across constituent Institutes.	- The Director, IQAC presented the proposed next five year schedule prepared by IQAC for conducting E-Content Development Training Programs, enlisting the role of different constituent Institutes in organizing such training programs. All the Heads of the Institutes agreed for the same. - The Director, IQAC presented the suggested list of Topics related to E-Content Development Training Programs which can be made use by the constituent Institutes.	The College of Physiotherapy and Department of Audiology and Speech Language Pathology have jointly conducted online National level workshop on 'Fundamentals of Creating E-content' on 19/07/2023 as per schedule given by IQAC.
4.	Agenda 4: To discuss on the Introduction of fellowship programs by the constituent Institutes.	- The Director, IQAC presented the copy of e-mail notification from the office of the Registrar, dated 10/02/2023 to all the Heads of the Institutes to provide list of proposed fellowship programs to be undertaken in various specialties/subjects/topics within the ambit of UGC [Categorization of Universities (only) for grant of graded autonomy] regulations. - The Registrar addressed the concerns of the Heads of the Departments and asked them to take up the matter in their forthcoming Board of Studies	- The Constituent Institutes have taken up the matter of introducing fellowships in their respective Board of Studies meetings. - The matter of Introducing fellowship programs in constituent Institutes will be discussed as separate agenda in todays meeting(26/07/2023).

		meeting for further discussion and deliberations. • The Director, IQAC presented the list of fellowship programs conducted by various other health care based Higher Education Institutions of repute from across the country as reference.	
5.	Agenda 5: To discuss on the strategy to improve paper publications by faculty.	• The Vice Chancellor pointed out at the decline in number of publications per faculty compared to previous calendar year. • The Director, IQAC presented the notified office order dated 25-03-2023 pertaining to the 'Revised Incentives for Research Publications and Intellectual Property Rights' which contains enhanced incentives for research publications, books and chapter authorships and Intellectual Property Rights. • The Registrar asked all the Heads of the Institutes to interact with teaching faculty on one to one basis and ensure that the sufficient numbers of research data are published. • The Director, IQAC presented the list of journals under the indexing databases of Scopus, Web of Science and UGC care ID which are updated till February 2023. • The Principal, Department of Pharmacy requested the Vice Chancellor to consider incentives for second and subsequent authors of the Institution in collaborative research publications, for which the Vice Chancellor asked to submit the written proposal to the Office of the Registrar.	• The IQAC undertook visits to all the constituent Institutes as a hand holding exercise to enhance contributions from faculty in various academic areas and the requirement of faculty to undertake research and do quality publications in scopus/web of science, pubmed and UGC care list was again stressed.

debow

	Agenda 6: Any other Item with permission of the Chair.	• With permission of the Chair, The Director, IQAC presented a tentative schedule in which the IQAC will be visiting all the constituent Institutes in the month of June as a part of hand holding exercise and further guidance for the concerned coordinators and faculty. • The Vice Chancellor asked Director, IQAC to conduct Orientation Programs for all the Heads of the Institutes and also for the teaching faculty separately.	• The IQAC undertook visits to constituent Institutes as a part of hand holding exercise and further guidance for the concerned coordinators and faculty as planned. • The Orientation and Sensitization Program on NAAC Accreditation Process, Annual Quality Assurance Report (AQAR) & Self Study Report (SSR) was conducted to all Heads of the Institutes on 13th & 14th June 2023. • Orientation program on NAAC was conducted for faculty of Department of Paramedical Sciences on 12/05/2023. • The IQAC would be conducting orientation programs for faculty of SAMCH and SHMCH before 15th August 2023.
--	--	--	--


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