



Ref. No.: IQAC/M-1/12/2023

Date: 20-12-2023

Minutes of Meeting
For 1st IQAC Meeting : Academic year 2023-24

Day & Date of Meeting: Tuesday 19-12-2023

Time: 2:30 PM

Mode of Meeting: Physical

The 1st IQAC meeting for the A.Y. 2023-24 was held on 19-12-2023 at 2:30 PM, in Physical mode at Chanakya Hall, Administrative Building, Sumandeep Vidyapeeth. The agenda and it's related Annexures of the said meeting, were sent in advance to all the Members for perusal. The meeting was chaired by Hon'ble Vice Chancellor, SVDU.

The following members were present for the meeting:

Sr. No.	Name	Designation
Chairperson:		
1.	Dr. Rajesh P Bharaney	Vice Chancellor, SVDU
Few Senior administrative officers:		
1.	Dr. Bakul Javadekar	Dean, SBKSMI & RC
2.	Dr. R.V. Subramanyam	Dean, KMSDCH
3.	Dr. A. K. Seth	Principal, DOP
4.	Dr. Palani Kumar	Dean, COP
5.	Dr. Anita Prakasam	Principal, SNC
6.	Dr. Mohit Verma	Principal, DOM
7.	Dr. Rakesh Goyal represented by Dr. Aiswariya S	Principal, SAMCH
8.	Dr. H.S. Mondal	Principal SHMCH
9.	Mr. Mukesh Sharma	I/C Principal, DASLP
Three to Eight teachers:		
1.	Dr. Navneet Kumar	I/C Principal, Dept. of Paramedical Sciences
2.	Dr. Nirmal Shah	Professor, DOP
3.	Dr. Pratik Kariya	Professor, KMSDCH
4.	Dr. Sameer Chauhan	Reader, KMSDCH
One member from Management:		
1.	Dr. Bhavna Dave	BOM Member
One or two nominees from Local Society, Students and Alumni:		
1.	Dr. Chintan Aundhia	Alumni Member
2.	Mrs. Vruti Patel	Alumni Member
3.	Mr. Moiz Ali	Student Member

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One / two nominees from employer / industrialist / stakeholders:		
1.	Ms. Poonam Verma	Dy. Director, IQAC
Director, IQAC:		
1.	Dr. Poonacha K.S.	Director, IQAC
Invitees:		
1.	Dr. Paresh Golwala	Medical Director, SVDU
2.	Dr. Mahavirsingh Rajput,	HOD, Dept. of Physiology, SBKSMIRC

The following member was granted leave of absence:

Sr. No.	Name of Member	Designation
1.	Dr. Rakesh Goyal	Principal, SAMCH

The Chairperson welcomed all the members of IQAC. The Director, IQAC, presented the agenda one by one to the Committee. The Members actively participated and deliberated on the agenda of the meeting and referred the resolutions / recommendations to the Academic Council for consideration and approval.

The Minutes of Meeting are recorded as under:

Agenda No. 1	To review the Action Taken Report of IQAC meeting held on 26/07/2023.
Minutes	The Director, IQAC read out the Minutes and Resolutions of IQAC meeting held on 26/07/2023, along with Action Taken Report.
Resolution	All the members unanimously resolved to consider, confirm and approve the Minutes and Resolutions of IQAC meeting held on 26/07/2023, along with Action Taken Report without any modifications.

Agenda No. 2	To discuss on the outcome of final internal audit of IQAC for the academic year 2022-23, performance of constituent Institutes and expected outcome for academic year 2023-24.
Minutes	The Director, IQAC presented the details of the outcome of final internal audit of IQAC for the academic year 2022-23, performance of constituent Institutes and expected outcome for academic year 2023-24. The Chairperson insisted and motivated all the members to aggressively focus on the areas of research projects, extramural research funding and publications in the current academic year.
Resolution	All the members unanimously resolved to consider, confirm and approve the final audit report of IQAC for academic year 2022-23 and to fulfill the expected outcome given by IQAC for the academic year 2023-24.

Agenda No. 3	To review and approve the draft copy of Annual Report of IQAC for the academic year 2022-2023.
Minutes	The Director, IQAC presented the draft copy of Annual Report of IQAC for the academic year 2022-2023.
Resolution	All the members unanimously resolved to consider, confirm and approve the draft copy of Annual Report of IQAC for the academic year 2022-2023 without any changes.

Agenda No. 4	To review and approve the Annual Quality Assurance Report of the Institution for the academic year 2022-2023, along with related annexures.
Minutes	<ul style="list-style-type: none"> The Director, IQAC presented the details of Annual Quality Assurance Report of the Institution for the academic year 2022-2023, along with related annexures. (List of interdisciplinary courses under the programmes offered during the academic year 2022-23, Stakeholders feedback report on curricula/syllabi for the academic year 2022-23 and action taken report for the academic year 2021-22, Annual E-Governance report for the academic year 2022-23, Report on the analysis of performance appraisal for teaching and non teaching staff for the year 2022-23 etc.) It was instructed by the Chairperson to thoroughly check the details before final submission on the NAAC portal.
Resolution	All the members unanimously resolved to consider, confirm and approve the details of Annual Quality Assurance Report of the Institution for the academic year 2022-2023, along with related annexures.

Agenda No. 5	To review and approve the draft copy of Annual Report of Sumandeep Vidyapeeth Deemed to be University for the academic year 2022-2023.
Minutes	The Director, IQAC presented the draft copy of Annual Report of Sumandeep Vidyapeeth Deemed to be University for the academic year 2022-2023.
Resolution	All the members unanimously resolved to consider, confirm and approve the draft copy of Annual Report of Sumandeep Vidyapeeth Deemed to be University for the academic year 2022-2023 without any modifications.

Agenda No. 6	Presentation of NAAC notification on Guidelines for Bibliometric Data (Publication) Validation applicable for Universities, Autonomous Colleges and Health Science Institutes
Minutes	The Director, IQAC presented the NAAC notification on Guidelines for Bibliometric Data (Publication) Validation applicable for Universities, Autonomous Colleges and Health Science Institutes. The chairperson stressed that already three calendar years are completed in the second cycle of NAAC accreditation as per NAAC notification for consideration of publications, and only two more years are left, in which the publications have to be significantly increased from the faculty.
Resolution	All the members unanimously agreed to strategize and motivate faculty to undertake more research projects and submit for publications in the indexed journals (web of science/scopus/pubmed/UGC care list)

Agenda No. 7	To discuss on proposed reconstitution of IQAC committee for academic year 2023-24.
Minutes	The Director, IQAC presented the proposed reconstitution of IQAC committee for academic year 2023-24 as per NAAC guidelines, as few of the members have left the Institution.
Resolution	All the members unanimously resolved to agree to the proposed new IQAC committee for the academic year 2023-24.

Agenda No. 8	To review and approve the proposed IQAC audit frequency and schedules for the academic year 2023-24.
Minutes	The Director, IQAC presented the proposed IQAC audit frequency and schedules for the academic year 2023-24. Dr. Nirmal Shah suggested to add new institutes which

	will start functioning from academic year 2023-24 in the audit schedule.
Resolution	All the members unanimously resolved to agree to the proposed IQAC audit frequency and schedules for the academic year 2023-24 and to include new institutes in the schedule after due completion of admission process in them.

Agenda No. 9	Any other matter with the Permission of Chair
Minutes	<p>a. The Director, IQAC presented the details of unpublished research from the constituent Institutes till date and also the details of faculty who have not published any article in the last two academic years.</p> <ul style="list-style-type: none"> The chairperson suggested that every Head of the Institute has to personally interact with faculty and motivate them to publish the available unpublished research data. The chairperson instructed Director, research to jointly device policy along with all the Heads of the Institutes to address copyright issues that may emerge and to facilitate faculty by giving proper guidance in writing the articles and to publish them. The chairperson instructed that, monthly monitoring meeting will be undertaken with all the Heads of the Institutes to check the progress of research related activities including publications. <p>b. Dr. Bakul Javadekar, Dean SBKSMI&RC and Dr. Palani Kumar, Dean COP raised the issue of more faculty authoring chapters rather than contributing as authors of research publications due to the ease of getting academic incentives and sought relook into the academic incentive policy.</p> <ul style="list-style-type: none"> The chairperson assured to have a relook into academic incentive policy and amend the policy if needed.
Resolution	All the members unanimously resolved to abide by the suggestions and instruction of the chairperson.

The Meeting was concluded with vote of thanks to the Chair and Members.


Member Secretary


Chairperson

Encl.:

1. Annexure – 1, 2, 3, 4, 5, 6, 7 & 8
2. Action Taken Report of previous meeting
3. Meeting Attendance Sheet
4. Approval of minutes by Members

Copy for information to:

1. All the Members of IQAC, SVDU
2. The Registrar, SVDU



Ref. No.: IQAC/M-1/12/2023

Date: 01-04-2024

Minutes of Meeting
For 2nd IQAC Meeting : Academic year 2023-24

Day & Date of Meeting: Tuesday 29-03-2024

Time: 2:30 PM

Mode of Meeting: Physical

The 2nd IQAC meeting for the A.Y. 2023-24 was held on 29-03-2024 at 2:30 PM, in Physical mode at Chanakya Hall, Administrative Building, Sumandeep Vidyapeeth. The agenda and it's related Annexures of the said meeting, were sent in advance to all the Members for perusal. The meeting was chaired by Hon'ble Vice Chancellor, SVDU.

The following members were present for the meeting:

Sr. No.	Name	Designation
Chairperson:		
1.	Dr. Rajesh P Bharaney	Vice Chancellor, SVDU
Few Senior administrative officers:		
1.	Dr. Bakul Javadekar	Dean, SBKSMI & RC
2.	Dr. R.V. Subramanyam	Dean, KMSDCH
3.	Dr. A. K. Seth	Principal, DOP
4.	Dr. Palani Kumar	Dean, COP
5.	Dr. Anita Prakasam	Principal, SNC
6.	Dr. Rakesh Goyal	Principal, SAMCH
7.	Dr. H.S. Mondal	Principal SHMCH
8.	Dr. Suresh Rathi	I/C Principal, DOM
9.	Mr. Mukesh Sharma	I/C Principal, DASLP
10.	Dr. Navneet Kumar	I/C Principal, DPS
Three to Eight teachers:		
1.	Dr. Mahavirsingh Rajput	HOD, Dept. of Physiology, SBKSMI&RC
2.	Dr. Nirmal Shah	Professor, DOP
3.	Dr. Pratik Kariya	Professor, KMSDCH
4.	Dr. Sameer Chauhan	Reader, KMSDCH
One member from Management:		
1.	Dr. Bhavna Dave	BOM Member
One or two nominees from Local Society, Students and Alumni:		
1.	Dr. Chintan Aundhia	Alumni Member
2.	Dr. Vruti Patel	Alumni Member

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3.	Ms. Shraddha Kuwarba Ravalji	Student Member
4.	Mr. Moiz Ali	Student Member
One / two nominees from employer / industrialist / stakeholders:		
1.	Ms. Poonam Verma	Dy. Director, IQAC
Director, IQAC:		
1.	Dr. Poonacha K.S.	Director, IQAC
Invitees:		
1.	Dr. Chandramani More	Registrar, SVDU

The following member was granted leave of absence:

Sr. No.	Name of Member	Designation
1.	Dr. Paresh Golwala	Medical Director, SVDU
2.	Dr. Dinesh Chauhan	Additional Dean, SBKSMI&RC

The Chairperson welcomed all the members of IQAC. The Director, IQAC, presented the agenda one by one to the Committee. The Members actively participated and deliberated on the agenda of the meeting and referred the resolutions / recommendations to the Academic Council for consideration and approval.

The Minutes of Meeting are recorded as under:

Agenda No. 1	To review the Action Taken Report of IQAC meeting held on 19/12/2023.
Minutes	The Director, IQAC read out the Minutes and Resolutions of IQAC meeting held on 19/12/2023, along with Action Taken Report.
Resolution	All the members unanimously resolved to consider, confirm and approve the Minutes and Resolutions of IQAC meeting held on 19/12/2023, along with Action Taken Report without any modifications.

Agenda No. 2	To discuss on the outcome of first internal audit of IQAC for the academic year 2023-24 and assess the performance of constituent Institutes, Departments and Cells against the expected outcome.
Minutes	<p>The Director, IQAC presented the details of the outcome of first internal audit of IQAC for the academic year 2023-24. The performance of constituent Institutes, departments and cells against the expected outcome for academic year 2023-24 was discussed in detail.</p> <ul style="list-style-type: none"> • The Chairperson asked the HOI's of KMSDCH, DOP, COP, SAMCH and DPS to do curriculum revision as per suggestions of IQAC by taking it as agenda in their respective upcoming BOS meetings. • The Chairperson asked all the HOI's to begin fellowship programs, and also suggested that, in SBKSMIRC and KMSDCH the programs may be started by each of the constituent departments. The Registrar, suggested to workout the options for admissions to fellowship programs twice in a year i.e. two batches per year. • On the suggestion of Director, IQAC the Principal, DOP agreed to revise the proposed fellowship program from six month duration to one year duration. • The Chairperson observed that the research outcome of all the constituent Institutes in terms of extramural research grants, number of research projects and publications are not up to the mark and asked the Department of Central Research

	to guide the faculty to enhance the research outcome.
Resolution	All the members unanimously resolved to consider, confirm and approve the outcome of first internal audit of IQAC for the academic year 2023-24, and to abide by the suggestions given to fulfill the expected outcome given by IQAC for the academic year 2023-24.

Agenda No. 3	Finalization and approval of second IQAC audit schedule for the academic year 2023-24.
Minutes	The Director, IQAC presented the tentative IQAC 2 nd audit schedule for the academic year 2023-24 for approval.
Resolution	All the members unanimously resolved to agree to the proposed IQAC 2 nd audit schedule for the academic year 2023-24 to begin from 15 th April 2024 till 30 th April 2024.

Agenda No. 4	To discuss on the status of E-Content Development Training Programs to be conducted for faculty across constituent Institutes.
Minutes	<ul style="list-style-type: none"> The Director, IQAC presented the status of e-content development training programs conducted for faculty in A.Y. 2023-24 till December 2023. SBKSMIRC and KMSDCH were asked to conduct separate E-Content development programs for their faculty by Director, IQAC. DOP and SAMCH were asked by Director, IQAC to jointly conduct E-Content development program for remaining Institutes in Academic Year 2023-24 in coordination with IQAC.
Resolution	It was resolved by all the HOI's to conduct E-Content development programs for the faculty as per strategy suggested within the academic year 2023-24.

Agenda No. 5	To discuss on the status of Value Added Certificate Courses conducted across constituent Institutes.
Minutes	The Director, IQAC presented the status of Value Added Certificate Courses conducted across constituent Institutes in academic year 2023-24 till December 2023. It was advised that, all the Institutes should come up with a new value added certificate course every year, irrespective of whether they continue with old/existing value added certificate courses.
Resolution	It was resolved by all the HOI's to conduct Value Added Certificate Course for the students as per discussion within the academic year 2023-24.

Agenda No. 6	To discuss on the update of action taken by the constituent institutes to strategize and publish the backlog of unpublished research data in indexed journals.
Minutes	<ul style="list-style-type: none"> The Director, IQAC presented the status of unpublished research data of each of the constituent Institutes. The Chairperson asked HOI's to interact with concerned departments and faculty and ask them to contact the investigators who have left the Institution. The Chairperson directed the Department of Central Research and Innovation to guide the faculty on matters pertaining to publication of unpublished research data.
Resolution	It was resolved by all the HOI's to have one to one interaction with concerned departments and faculty to initiate the process of publication of unpublished research data.

Agenda No. 7	Any other Item with permission of the Chair.
Minutes	The Chairperson directed the Director, IQAC to prepare a schedule to visit all the Constituent Institutes for interaction with HOI's and stakeholders in order to further facilitate their functioning by solving any of the hindrances.
Resolution	All the members unanimously agreed for the same.

The Meeting was concluded with vote of thanks to the Chair and Members.


Member Secretary


Chairperson

Encl.:

1. Annexure – 1, 2, 3, 4 & 5
2. Action Taken Report of previous meeting
3. Meeting Attendance Sheet
4. Approval of minutes by Members

Copy for information to:

1. All the Members of IQAC, SVDU
2. The Registrar, SVDU



Ref. No.: IQAC/M-3/05/2024

Date: 06-06-2024

Minutes of Meeting
For 3rd IQAC Meeting : Academic year 2023-24

Day & Date of Meeting: Wednesday 05-06-2024

Time: 11:30 AM

Mode of Meeting: Physical

The 3rd IQAC meeting for the A.Y. 2023-24 was held on 05-06-2024 at 11:30 AM, in Physical mode at Chanakya Hall, Administrative Building, Sumandeep Vidyapeeth. The agenda and it's related Annexures of the said meeting, were sent in advance to all the Members for perusal. The meeting was chaired by Hon'ble Vice Chancellor, SVDU.

The following members were present for the meeting:

Sr. No.	Name	Designation
Chairperson:		
1.	Dr. Rajesh P Bharaney	Vice Chancellor, SVDU
Few Senior administrative officers:		
1.	Dr. Bakul Javadekar	Dean, SBKSMI &RC
2.	Dr. R.V. Subramanyam	Dean, KMSDCH
3.	Dr. A. K. Seth	Principal, DOP
4.	Dr. Palani Kumar	Dean, COP
5.	Dr. Anita Prakasam	Principal, SNC
6.	Dr. Aparna Deshpande	Vice Principal, SAMCH
7.	Dr. H.S. Mondal	Principal SHMCH
8.	Dr. Suresh Rathi	I/C Principal, DOM
9.	Mr. Mukesh Sharma	I/C Principal, DASLP
10.	Dr. Jaya Pandian	I/C Principal, DPS
Three to Eight teachers:		
1.	Dr. Nirmal Shah	Professor, DOP
2.	Dr. Pratik Kariya	Professor, KMSDCH
3.	Dr. Sameer Chauhan	Reader, KMSDCH
One member from Management:		
1.	Dr. Bhavna Dave	BOM Member
One or two nominees from Local Society, Students and Alumni:		
1.	Dr. Chintan Aundhia	Alumni Member
2.	Dr. Vruti Patel	Alumni Member
3.	Ms. Shraddha Kuwarba Ravalji	Student Member
4.	Mr. Moiz Ali	Student Member

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One / two nominees from employer / industrialist / stakeholders:

1.	Ms. Poonam Verma	Dy. Director, IQAC
Director, IQAC:		
1.	Dr. Poonacha K.S.	Director, IQAC

The following members was granted leave of absence:

Sr. No.	Name of Member	Designation
1.	Dr. Rakesh Goyal	Principal, SAMCH
2.	Dr. Navneet Kumar	I/C Principal, Dept. of Paramedical Sciences
3.	Dr. Dinesh Chauhan	Medical Superintendent, Dhiraj Hospital
4.	Dr. Mahavirsingh Rajput	HOD, Dept. of Physiology, SBKSMI&RC

The Chairperson welcomed all the members of IQAC. The Director, IQAC, presented the agenda one by one to the Committee. The Members actively participated and deliberated on the agenda of the meeting and referred the resolutions / recommendations to the Academic Council for consideration and approval.

The Minutes of Meeting are recorded as under:

Agenda No. 1	To review the Action Taken Report of IQAC meeting held on 29/03/2024.
Minutes	The Director, IQAC read out the Minutes and Resolutions of IQAC meeting held on 29/03/2024, along with Action Taken Report.
Resolution	All the members unanimously resolved to consider, confirm and approve the Minutes and Resolutions of IQAC meeting held on 29/03/2024, along with Action Taken Report without any modifications.

Agenda No. 2	Briefing on the submitted data in AQAR for the Academic Year 2022-23 in NAAC portal.
Minutes	The Director, IQAC briefed all the members about the AQAR data submitted by IQAC on NAAC portal for the Academic Year 2022-23 point by point.
Resolution	All the members unanimously resolved to consider, confirm and approve the AQAR data submitted by IQAC on NAAC portal for the Academic Year 2022-23.

Agenda No. 3	To discuss on the outcome of second internal audit of IQAC for the academic year 2023-24 and assess the performance of constituent Institutes, Departments and Cells against the expected outcome.
Minutes	<p>The Director, IQAC presented the details of the outcome of second internal audit of IQAC for the academic year 2023-24. The performance of constituent Institutes, departments and cells against the expected outcome for academic year 2023-24 was discussed in detail.</p> <ul style="list-style-type: none"> • Pertaining to the new programs/fellowships/diplomas introduced by the constituent Institutes, the Chairperson asked the HOI's to coordinate with Department of Central Admissions to advertise for the admissions. • The Director, IQAC asked the HOI's to conduct a minimum of one new value added certificate course from each of the Institute for the academic year 2023-24. • The Chairperson asked all the HOI's to focus on research related areas such as procuring external funding for research, clinical trials and publications of the faculty.

Resolution	All the members unanimously resolved to consider the suggestions given by the Chairperson and Director, IQAC.
Agenda No. 4	Finalization and approval of final IQAC audit schedule for the academic year 2023-24.
Minutes	<ul style="list-style-type: none"> The Director, IQAC presented the final audit schedule for all the constituent Institutes, Departments, and Cells for the academic year 2023-24. The audit is set to commence on 12/08/2024 and conclude on 31/08/2024. 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.
Resolution	All the members unanimously resolved to agree to the proposed final IQAC audit schedule audit schedule for the academic year 2023-24.
Agenda No. 5	Any other Item with permission of the Chair.
Minutes	The Chairperson directed Director, IQAC to keep interactive meetings with various cells/sections of the Institution to streamline their activities and enhance the timely outcome.
Resolution	All the members unanimously agreed for the same.

The Meeting was concluded with vote of thanks to the Chair and Members.


Member Secretary


Chairperson

Encl.:

1. Annexure – 1, 2, 3 & 4
2. Action Taken Report of previous meeting
3. Meeting Attendance Sheet
4. Approval of minutes by Members

Copy for information to:

1. All the Members of IQAC, SVDU
2. The Registrar, SVDU

**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-4/07/2024

Date: 29-07-2024

**Minutes of Meeting
For 4th IQAC Meeting : Academic year 2023-24**

Day & Date of Meeting: Friday 26-07-2024

Time: 3:00 PM

Mode of Meeting: Physical

The 4th IQAC meeting for the A.Y. 2023-24 was held on 26-07-2024 at 3:00 PM, in Physical mode at Conference room, Dept. of Jain Philosophy and Research, Administrative Building, Sumandeep Vidyapeeth. The agenda and it's related Annexures of the said meeting, were sent in advance to all the Members for perusal. The meeting was chaired by Hon'ble Vice Chancellor, SVDU.

The following members were present for the meeting:

Sr. No.	Name	Designation
Chairperson:		
1.	Dr. Rajesh P Bharaney	Vice Chancellor, SVDU
Few Senior administrative officers:		
1.	Dr. Lakhan Kataria	I/C Dean, SBKSMI & RC
2.	Dr. R.V. Subramanyam	Dean, KMSDCH
3.	Dr. A. K. Seth	Principal, DOP
4.	Dr. Palani Kumar	Dean, COP
5.	Dr. Anita Prakasam	Principal, SNC
6.	Dr. Rakesh Goyal	Principal, SAMCH
7.	Dr. Srabani Pal	I/C Principal SHMCH
8.	Mr. Mukesh Sharma	I/C Principal, DASLP
Three to Eight teachers:		
1.	Dr. Dinesh Chauhan	Medical Superintendent, Dhiraj Hospital
2.	Dr. Mahavirsingh Rajput	HOD, Dept. of Physiology, SBKSMI&RC
3.	Dr. Nirmal Shah	Professor, DOP
4.	Dr. Pratik Kariya	Professor, KMSDCH
5.	Dr. Sameer Chauhan	Reader, KMSDCH
One member from Management:		
1.	Dr. Bhavna Dave	BOM Member
One or two nominees from Local Society, Students and Alumni:		
1.	Dr. Chintan Aundhia	Alumni Member
2.	Dr. Vruti Patel	Alumni Member
3.	Ms. Shraddha Kuwarba Ravalji	Student Member
4.	Mr. Moiz Ali	Student Member

One / two nominees from employer / industrialist / stakeholders:		
1.	Ms. Poonam Verma	Dy. Director, IQAC
Director, IQAC:		
1.	Dr. Poonacha K.S.	Director, IQAC
Invitees:		
1.	Dr. Manoj Kulkarni	Registrar, SVDU

The following members was granted leave of absence:

Sr. No.	Name of Member	Designation
1.	Dr. Chandramani More	Pro Vice Chancellor, SVDU
2.	Dr. Bakul Javadekar	Principal, SBKSMIRC
3.	Dr. H.S. Mondal	Principal, SHMCH
4.	Dr. Navneet Kumar	I/C Principal, Dept. of Paramedical Sciences

The Chairperson welcomed all the members of IQAC. The Director, IQAC, presented the agenda one by one to the Committee. The Members actively participated and deliberated on the agenda of the meeting and referred the resolutions / recommendations to the Academic Council for consideration and approval.

The Minutes of Meeting are recorded as under:

Agenda No. 1	To review the Action Taken Report of IQAC meeting held on 05/06/2024.
Minutes	The Director, IQAC read out the Minutes and Resolutions of IQAC meeting held on 05/06/2024, along with Action Taken Report.
Resolution	All the members unanimously resolved to consider, confirm and approve the Minutes and Resolutions of IQAC meeting held on 05/06/2024, along with Action Taken Report without any modifications.

Agenda No. 2	To review and approve the draft copy of Annual Report of IQAC for the academic year 2023-2024.
Minutes	The Director, IQAC presented the draft copy of Annual Report of IQAC for the academic year 2023-2024.
Resolution	All the members unanimously resolved to consider, confirm and approve the draft copy of Annual Report of IQAC for the academic year 2023-2024.

Agenda No. 3	Briefing on the NAAC notifications pertaining to shift in accreditation system in alignment with 'NEP-2020' and 'One Nation One Data'.
Minutes	<p>The Director, IQAC briefed the members about the recommendations of Dr. K. Radhakrishnan committee appointed by GOI, for transformative reforms to strengthen Assessment and Accreditation of Higher Education Systems in India.</p> <ul style="list-style-type: none"> The Director, IQAC read out the NAAC notifications dated 27/01/2024 and 29/06/2024 pertaining to the salient features of recommendations which included, Binary Accreditation system, Maturity Based Graded Accreditation and One Nation One Data Platform.

	<ul style="list-style-type: none"> The Chairperson instructed all the members to go through the report and also keep themselves updated about the latest developments in NAAC accreditation through its website.
Resolution	All the members unanimously resolved to consider the directives and suggestions given by the Chairperson and Director, IQAC.

Agenda No. 4	Briefing on the energy audit report of the Institution.
Minutes	The Director, IQAC presented the energy audit report of the Institution for the period between April 2023 and March 2024 as a part of quality initiative from IQAC. The members were also briefed about the recommendations given by the auditing team for energy conservation in the Institution.
Resolution	All the members unanimously resolved to consider, confirm and approve the energy audit report of the Institution and its recommendations.

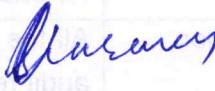
Agenda No. 5	To discuss on proposed reconstitution of IQAC committee for academic year 2024-25.
Minutes	The Director, IQAC presented the proposed reconstitution of IQAC committee for academic year 2024-25 as per NAAC guidelines.
Resolution	All the members unanimously resolved to agree to the proposed new IQAC committee for the academic year 2024-25.

Agenda No. 6	To identify and promote the best practices in the Institution.
Minutes	<p>All the members actively participated by suggesting various best practices which are being practiced in the constituent Institutes and also came up with proposals for inclusion of new best practices which could be promoted.</p> <ul style="list-style-type: none"> The Principal, KMSDCH suggested new best practices such as Externship program for interns, Comprehensive Clinical Care concept for students, Instilling FM radio station of the Institution and going completely paperless. The I/C Principal, SBKSMIRC suggested 360 degree evaluation of students. Dr. Mahaveer suggested Evigechip program which is practiced in SBKSMIRC to be implemented in all the Institutes and also the concept of flip classes. The I/C Principal, SHMCH suggested to promote Integrated Health Care concept. The Principal, COP suggested to promote Skill based learning and Horizontal integration of Curriculum. The Principal, DASLP suggested to promote Collaborative learning concept. The Principal, SNC suggested to promote Student Centric Learning. The Principal, DOP suggested to promote more of Alumni engagement in the Institution. <p>The Chairperson asked to Director, IQAC to work on the suggestions given by members and proposed to have further meetings to discuss on the matter in detail to check the feasibility issues.</p>
Resolution	It was resolved by all the members to go by the directives of the Chairperson.

Agenda No. 7	Any other Item with permission of the Chair.
Minutes	<p>The Director, IQAC presented a Publication advisory document to the committee to highlight the issues of publication frauds being done by cloned journals, victimizing the teaching faculty and researchers. The advisory contained points to guide the teaching faculty and researchers to identify right type of journals to publish scientific articles.</p> <p>The Chairperson asked the Director, IQAC to forward the document to the Registrar for notification through his office.</p>
Resolution	All the members unanimously agreed that the document should be circulated among teaching faculty and researchers at the beginning of academic year 2024-25.

The Meeting was concluded with vote of thanks to the Chair and Members.


Member Secretary


Chairperson

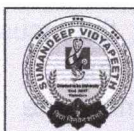
Encl.:

1. Action Taken Report of previous meeting
2. Annexure – 2, 3, 4, 5, 6 & 7
3. Meeting Attendance Sheet
4. Approval of minutes by Members

Copy for information to:

1. All the Members of IQAC, SVDU
2. The Registrar, SVDU

**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

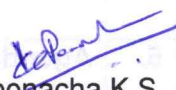
ACTION TAKEN REPORT OF IQAC MEETING HELD ON 26/07/2023

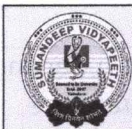
Item No.	Agenda	Decisions/Resolutions	Action Taken
1.	Agenda 1: To review the Action Taken Report of IQAC meeting held on 08/05/2023.	<ul style="list-style-type: none"> The action taken report of the IQAC meeting held on 08/05/2023 was read by the Director, IQAC and confirmed by all the members. 	--
2.	Agenda 2: To review the outcome of action taken by constituent institutes on identified shortcomings by IQAC in the audit conducted in April 2023.	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> The target given for extramural research project funding from government has been achieved. However, based on the shortcomings in the academic years 2021-22 and 2022-23, renewed targets for the academic year 2023-24 has been set in the areas of research publications and extramural research project fundings by non- government bodies and total number of research projects. Other than SBKSMIRC all the constituent institutes have not achieved the given targets in the academic year 2022-23. Considering the shortcomings, renewed targets have been set for the institutes for the academic year 2023-24. The details of the initiatives undertaken to achieve student and faculty exchange will be assessed

		<p>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.</p> <ul style="list-style-type: none"> • 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. 	<p>during first audit of academic year 2023-24.</p> <ul style="list-style-type: none"> • The notified renewed policies of 'Financial Assistance for Organizing/ Participating in Professional and Faculty Development Programs' and 'Research Incentive Policy' have been widely circulated.
3.	<p>Agenda 3: To review the status of initiation of fellowship programs from the academic year 2023-24.</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The constituent institutes have discussed the details for introduction of fellowships in their respective Board of Studies Meetings and Academic Council meeting. The status of implementation will be assessed during the first audit of the academic year 2023-24.

		<p>programs.</p> <ul style="list-style-type: none"> • 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. 	
4.	<p>Agenda 4: Briefing on the outcome of quality initiative program conducted by IQAC on 'Quality Research During Digital Era' on 6/07/2023.</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • The detailed report of the program 'Quality Research During Digital Era' is submitted to Student and Faculty Development Cell.
5.	<p>Agenda 5: Briefing on the surveillance inspection of Sumandeep Vidyapeeth Institutional Ethical Committee (SVIEC) by NABH.</p>	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • All the queries raised at surveillance inspection have been addressed and accreditation status is continued till Feb 2025.
	<p>Agenda 6: To discuss on renewal of ISO certifications ISO 21001:2018 for educational Institutions, ISO14001:2015 for environment management and ISO 50001 for energy management.</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • The formalities for procuring ISO 21001 certification, and energy, environment and green audits are underway.

		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.	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> The final IQAC audit for the academic year 2022-23 was completed in September 2023.
	Agenda 8: Any other Item with permission of the Chair.	<ul style="list-style-type: none"> No other point was discussed with permission of the Chair. 	--


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

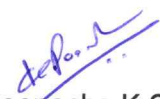


ACTION TAKEN REPORT OF IQAC MEETING HELD ON 19/12/2023

Item No.	Agenda	Decisions/Resolutions	Action Taken
1.	Agenda 1: To review the Action Taken Report of IQAC meeting held on 26/07/2023.	All the members unanimously resolved to consider, confirm and approve the Minutes and Resolutions of IQAC meeting held on 26/07/2023, along with Action Taken Report without any modifications.	--
2.	Agenda 2: To discuss on the outcome of final internal audit of IQAC for the academic year 2022-23, performance of constituent Institutes & expected outcome for academic year 2023-24.	All the members unanimously resolved to consider, confirm and approve the final audit report of IQAC for academic year 2022-23 and to fulfil the expected outcome given by IQAC for the academic year 2023-24.	Revised expected outcome/ target for the Academic Year 2023-24 for each of the constituent Institutes has been circulated through email on 26-12-2023.
3.	Agenda 3: To review and approve the draft copy of Annual Report of IQAC for the academic year 2022-2023.	All the members unanimously resolved to consider, confirm and approve the draft copy of Annual Report of IQAC for the academic year 2022-2023 without any changes.	Annual Report of IQAC for the academic year 2022-2023 was further placed before Executive Council meeting held on 10-02-2024, and was approved.
4.	Agenda 4: To review and approve the Annual Quality Assurance Report of the Institution for the academic year 2022-2023, along with related annexures.	All the members unanimously resolved to consider, confirm and approve the details of Annual Quality Assurance Report of the Institution for the academic year 2022-2023, along with related annexures.	Annual Quality Assurance Report of the Institution for the academic year 2022-2023, along with related annexures was further placed before Executive Council meeting held on 10-02-2024, and was approved.
5.	Agenda 5: To review and approve the draft copy of Annual Report of Sumandeep Vidyapeeth Deemed to be University for the academic year 2022-2023.	All the members unanimously resolved to consider, confirm and approve the draft copy of Annual Report of Sumandeep Vidyapeeth Deemed to be University for the academic year 2022-23.	Annual Report of Sumandeep Vidyapeeth Deemed to be University for the academic year 2022-2023 was further placed before Executive Council meeting held on 10-02-2024, and was

			approved.
6.	Agenda 6: Presentation of NAAC notification on Guidelines for Bibliometric Data (Publication) Validation applicable for Universities, Autonomous Colleges and Health Science Institutes	All the members unanimously agreed to strategize and motivate faculty to undertake more research projects and submit for publications in the indexed journals (web of science/scopus/ pubmed/UGC care list)	The NAAC notification on Guidelines for Bibliometric Data (Publication) Validation has been implemented with effect from January 2024, and the research incentives pertaining to publications are being considered accordingly. (Ref. Email from office of Registrar dated 30-01-2024)
7.	Agenda 7: To discuss on proposed reconstitution of IQAC committee for academic year 2023-24.	All the members unanimously resolved to agree to the proposed new IQAC committee for the academic year 2023-24.	The new IQAC committee for the academic year 2023-24 has been approved by Executive Council in the meeting held on 10-02-2024.
8.	Agenda 8: To review and approve the proposed IQAC audit frequency and schedules for the academic year 2023-24.	All the members unanimously resolved to agree to the proposed IQAC audit frequency and schedules for the academic year 2023-24 and to include new institutes in the schedule after due completion of admission process in them.	The First audit of IQAC for the academic year 2023-24 was carried out in January 2024 accordingly.
9.	Agenda 9: Any other matter with the permission of Chair.	<p>a. The Director, IQAC presented the details of unpublished research data from the constituent Institutes, and also the details of faculty who have not published any article in the last two academic years.</p> <ul style="list-style-type: none"> The Chairperson suggested that every Head of the Institute has to personally interact with faculty and motivate them to publish the available unpublished research data. The Chairperson instructed Director, Research to jointly device policy along with all the Heads of the 	<ul style="list-style-type: none"> The heads of the Institutes have initiated the process of interaction and motivation with faculty to enhance number of publications. In order to enhance publication data, the Department of Central Research and Innovation has formulated a standard

		<p>Institutes to address copyright issues that may emerge and to facilitate faculty by giving proper guidance in writing the articles and to publish them.</p> <ul style="list-style-type: none"> The chairperson instructed that, monthly monitoring meeting will be undertaken with all the Heads of the Institutes to check the progress of research related activities including publications. <p>b. Dr. Bakul Javadekar, Dean SBKSMI&RC and Dr. Palani Kumar, Dean COP raised the issue of more faculty authoring chapters rather than contributing as authors of research publications due to the ease of getting academic incentives and sought relook into the academic incentive policy.</p> <ul style="list-style-type: none"> The chairperson assured to have a relook into academic incentive policy and amend the policy if needed. 	<p>document to take approval to publish the research work from the faculty/students who have left the institution and has not published their research work.</p> <ul style="list-style-type: none"> Regular monitoring visits and meetings with the constituent Institutes has been planned from April 2024 onwards. Communication to Department of E& HA has been sent to initiate necessary actions/modifications in academic incentive policy as per requirement of the Institution. (Ref: IQAC/06/03/2024 communication dated 27/03/2024)
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 Dr. Poonacha K.S.
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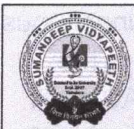


ACTION TAKEN REPORT OF IQAC MEETING HELD ON 29/03/2024

Item No.	Agenda	Decisions/Resolutions	Action Taken
1.	Agenda No. 1: To review the Action Taken Report of IQAC meeting held on 19/12/2023.	All the members unanimously resolved to consider, confirm and approve the Minutes and Resolutions of IQAC meeting held on 19/12/2023, along with Action Taken Report without any modifications.	--
2.	Agenda No. 2: To discuss on the outcome of first internal audit of IQAC for the academic year 2023-24 and assess the performance of constituent Institutes, Departments and Cells against the expected outcome.	All the members unanimously resolved to consider, confirm and approve the outcome of first internal audit of IQAC for the academic year 2023-24, and to abide by the suggestions given to fulfill the expected outcome given by IQAC for the academic year 2023-24.	The suggestions and targets given by the IQAC has been assessed for its progress in the second internal audit conducted by IQAC in April 2024, and the details has been mailed to all the concerned Institutes/Departments/Sections/Cells on 10-05-2024.
3.	Agenda No. 3: Finalization and approval of second IQAC audit schedule for the academic year 2023-24.	All the members unanimously resolved to agree to the proposed IQAC 2 nd audit schedule for the academic year 2023-24 to begin from 15 th April 2024 till 30 th April 2024.	The second IQAC audit for the academic year 2023-24 has been completed as per schedule.
4.	Agenda No. 4: To discuss on the status of E-Content Development Training Programs to be conducted for faculty across constituent Institutes.	It was resolved by all the HOI's to conduct E-Content development programs for the faculty as per strategy suggested within the academic year 2023-24.	Sumandeep Ayurved College and Sumandeep Nursing College has jointly conducted E-Content development program for faculty in collaboration with IQAC on 27-05-2024.
5.	Agenda No. 5: To discuss on the status of Value Added Certificate Courses conducted across constituent Institutes.	It was resolved by all the HOI's to conduct Value Added Certificate Course for the students as per discussion within the academic year 2023-24.	Sumandeep Nursing College, Sumandeep Ayurved College and Department of Paramedical Sciences have conducted the courses whereas other Institutes are yet to conduct

			new Value Added Certificate Courses for the Academic Year 2023-24.
6.	Agenda No. 6: To discuss on the update of action taken by the constituent institutes to strategize and publish the backlog of unpublished research data in indexed journals.	It was resolved by all the HOI's to have one to one interaction with concerned departments and faculty to initiate the process of publication of unpublished research data.	All the HOI's informed during the Visits to their respective colleges by Hon'ble Vice Chancellor and Director, IQAC that they have interacted with faculty to initiate the process of publication of unpublished research data.
7.	Agenda No. 7: Any other Item with permission of the Chair.	The Chairperson directed the Director, IQAC to prepare a schedule to visit all the Constituent Institutes for interaction with HOI's and stakeholders in order to further facilitate their functioning by solving any of the hindrances and all the members unanimously agreed for the same.	Hon'ble Vice Chancellor and Director, IQAC visited all the constituent Institutes between April 4 th 2024 to April 9 th 2024, with defined set of agenda for discussion and action. The details of the same has been mailed to concerned HOI's for necessary action, which will be followed up in subsequent visit.



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



ACTION TAKEN REPORT OF IQAC MEETING HELD ON 05/06/2024

Item No.	Agenda	Decisions/Resolutions	Action Taken
1.	Agenda No. 1: To review the Action Taken Report of IQAC meeting held on 29/03/2024.	All the members unanimously resolved to consider, confirm and approve the Minutes and Resolutions of IQAC meeting held on 29/03/2024, along with Action Taken Report without any modifications.	--
2.	Agenda No. 2: Briefing on the submitted data in AQAR for the Academic Year 2022-23 in NAAC portal.	All the members were briefed about the AQAR data submitted by IQAC on NAAC portal for the Academic Year 2022-23.	--
3.	Agenda No. 3: To discuss on the outcome of second internal audit of IQAC for the academic year 2023-24 and assess the performance of constituent Institutes, Departments and Cells against the expected outcome.	<ul style="list-style-type: none"> • The Chairperson asked the HOI's to coordinate with Department of Central Admissions to advertise for the admissions pertaining to the new programs/ fellowships/ diplomas introduced. • The Director, IQAC asked the HOI's to conduct a minimum of one new value added certificate course from each of the Institute for the academic year 2023-24. • The Chairperson asked all the HOI's to focus on research related areas such as procuring external funding for research, clinical trials and publications of the faculty. <p>- All the members unanimously resolved to consider the suggestions given by the Chairperson and Director, IQAC.</p>	<ul style="list-style-type: none"> • The HOI's have been further instructed during one to one interaction with the Chairperson to fulfil the requirements. • The outcome will be assessed during the IQAC final audit for 2023-24, scheduled in August 2024.

4.	Agenda No. 4: Finalization and approval of final IQAC audit schedule for the academic year 2023-24.	All the members unanimously resolved to agree to the proposed final IQAC audit schedule for the academic year 2023-24.	The final IQAC audit schedule is notified vide ref. no. IQAC/11/06/2024 dated 17/06/2024, and will be conducted between 12-08-2024 to 31-08-2024.
5.	Agenda No. 5: Any other Item with permission of the Chair.	The Chairperson directed Director, IQAC to keep interactive meetings with various cells/sections of the Institution to streamline their activities and enhance the timely outcome.	Interactive meetings with various cells/sections of the Institution were conducted in the month of June 2024.


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