



Minutes of Meeting
&
Action Taken
Year - 2022

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Minutes of the Meeting (MoM): 4th IQAC Meeting

The 4th meeting of the IQAC was conducted on 17th December 2022 wherein the following members were present:

1. Dr. Narshi Sherasia – Principal
2. Dr. Gulab Bambhaniya – H&S Department
3. Mr. Dipak Dadia – Industry Expert
4. Mr. Manish Sanghani - Trustee
5. Mr. Dipak Patel – I/c Registrar
6. Prof. Akshay Kansara – IT Department
7. Mr. Bimal Trivedi – Industry Expert
8. Prof. Kunalsinh Kathia – Mechanical Department
9. Prof. Avani Dedhia – Civil Department
10. Prof. Chetan Chauhan – Computer Department
11. Prof. Jignesh Kadia – Electrical Department

The following members could not attend the meeting:

1. Prof. Ekta Joshi – Computer Department
2. Prof. Chitralekha Nahar – Mechanical Department

The chairman welcomed all members and thereafter the following items were taken for discussion:


Agenda:

1. Review and update on the points highlighted in the previous meeting.
2. NAAC accreditation process for Saffrony Institute.
 - 1) Update on Action taken on the previous meeting:
Action taken and progress on the previous meeting was noted.
 - 2) NAAC Accreditation for the Institute:

- a. The Chairman informed the members that the Institute Management has deliberated and taken decision to start preparations for the NAAC Accreditation.
- b. Thereafter, he gave an overview of NAAC Manual and Standard Operating Procedures (SOP).
- c. NAAC accreditation involves evaluating various aspects, such as curriculum design, teaching methodologies, research activities, infrastructure, Leadership, and Governance among other criteria.
- d. The role of the IQAC is very important and crucial in compiling and verifying various data, to be processed for achieving accreditation standards.
- e. He emphasised that these documents serve as guidelines for understanding and navigating the accreditation process.
- f. HoDs were requested to identify coordinators from their departments, who are to thoroughly go through the NAAC manual and SOP for developing proper understanding of the same.
- g. Implementation of the metrics assessment to begin promptly.
- h. Availability of a comprehensive database as prescribed for each of the metrics to be ensured.
- i. Status update to be reviewed in the next meeting.


In the end, it was highlighted that the institute's engagement with the NAAC accreditation process is marked by strategic planning, collaborative efforts, and a commitment to excellence in higher education.

The meeting concluded on a positive note, underscoring the collective dedication to achieving NAAC accreditation. The active participation of all stakeholders is crucial in ensuring the successful implementation of outlined strategies.



Prof. Akshay Kansara
(Member Secretary)





Dr. Narshi Sherasia
(Chairperson)

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Action Taken Report

Update on Previous Meeting:

Progress on the previous meeting's action points was duly noted and reported during the current meeting.

NAAC Accreditation for Saffrony Institute:

- Institute Management decided to commence preparations for NAAC Accreditation.
- Overview of NAAC Manual and SOP provided by Chairman, emphasizing the importance of IQAC role.
- NAAC accreditation entails evaluating curriculum design, teaching methods, research, infrastructure, leadership, and governance.
- IQAC tasked with compiling and verifying data for accreditation standards.
- HoDs instructed to appoint coordinators to study NAAC manual and SOP thoroughly.
- Prompt implementation of metrics assessment and ensuring comprehensive database availability.
- Status update to be reviewed in the subsequent meeting.

Conclusion:

The institute's engagement with NAAC accreditation reflects strategic planning, collaborative efforts, and a commitment to excellence. The meeting concluded with a positive outlook and reiterated dedication to achieving accreditation.



Prof. Akshay Kansara
(Member Secretary)



Dr. Narshi Sherasia
(Chairperson)

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