



Minutes of Meeting
&
Action Taken
Year - 2023

Submitted to



NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

Minutes of the Meeting (MoM): 6th IQAC Meeting

The 6th meeting of the IQAC was conducted on 29th December 2023 and it was attended by the following members:

1. Dr. Harshvadan Patel – Principal
2. Dr. Gulab Bambhaniya – H&S Department
3. Mr. Manish Sanghani – Trustee
4. Prof. Ekta Joshi – Computer Department
5. Mr. Bimal Trivedi – Industry Expert
6. Mr. Dipak Dadia – Industry Expert
7. Prof. Akshay Kansara – IT Department
8. Prof. Chitralkha Nahar – Mechanical Department
9. Prof. Kunalsinh Kathia – Mechanical Department
10. Prof. Jignesh Kadia – Electrical Department

The following members could not attend the meeting:

1. Mr. Dipak Patel – I/c Registrar
2. Prof. Chetan Chauhan – Computer Department
3. Prof. Avani Dedhia – Civil Department

The Chairman welcomed all members and thereafter the agenda of the meeting was discussed as under :

Agenda:

1. Syllabus Completion Progress:
 - HoDs were instructed to continuously monitor progress in their respective departments.
2. Review of Attendance of Students:

- HoDs were instructed to monitor and review student attendance and take corrective action, including counselling of students and informing their parents, as may be necessary.

3. Technical Visits, Site Visits, and Expert Lectures:

- HoDs were instructed to plan activities in advance, aligning with the academic calendar.

4. Planning Lectures and Maintaining Lesson Plans:

- HoDs were requested to ensure that all faculty members plan lectures and maintain comprehensive lesson plans.

5. Maintaining Academic Course Files:

- It was emphasised that all faculty members are to maintain accurate academic course files. HoDs are to conduct regular reviews of the same.

6. Applying for Grants from GUJCOST:

- HoDs were instructed to encourage the faculty to apply for GUJCOST financial grants for student projects and other academic activities like Seminars, Workshops, and Training Sessions. The draft proposals are to be sent to IQAC for further deliberations.

7. Weekly Assignments and Continuous Evaluation:

- HoDs were requested to ensure that faculty members give weekly assignments and maintain continuous evaluation sheets. This will help to identify students who would need additional support and to plan for remedial sessions accordingly.

8. NPTEL Online Courses:

- HoDs were informed to encourage the faculty members to take up NPTEL online courses and also encourage student participation for additional learning of the subject/other skills.

9. Lab Equipment and Cleanliness:

- HoDs were requested to ensure proper functioning of lab equipment for optimum utilisation, besides cleanliness of the Labs.

10. Design Engineering Workshops:


- HoDs were requested to identify suitable faculty members to conduct the Design Engineering workshops.

11. Planning Mid-Semester Exams:

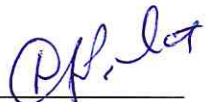
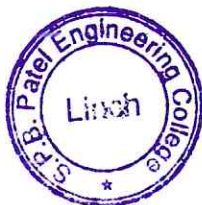
- HoDs were instructed to plan for the mid-semester exams and ensuring syllabi.

Conclusion:

The meeting concluded with a vote of thanks, expressing gratitude for the active participation and commitment to implementing the outlined actions. The comprehensive approach aims to enhance academic quality and foster a conducive learning environment.



Prof. Akshay Kansara
(Member Secretary)



Dr. Harshvadan Patel
(Chairperson)

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3. Website of the Institute
4. All Concerned Members

Action Taken Report

1. Syllabus Completion Progress:

HoDs continuously monitored departmental progress, ensuring timely syllabus completion.

2. Review of Student Attendance:

HoDs monitored and reviewed student attendance, initiating corrective actions and counselling as needed.

3. Technical Visits and Expert Lectures:

Activities were planned in advance, aligning with the academic calendar for optimal scheduling.

4. Planning Lectures and Lesson Plans:

HoDs ensured faculty members planned lectures and maintained comprehensive lesson plans.

5. Maintaining Academic Course Files:

Faculty members maintained accurate academic course files, subject to regular reviews by HoDs.

6. Applying for GUJCOST Grants:

Faculty members were encouraged to apply for GUJCOST grants, with draft proposals sent to IQAC for deliberation.

7. Weekly Assignments and Evaluation:

Faculty assigned weekly tasks, maintaining continuous evaluation sheets to identify and support students needing additional help.

8. NPTEL Online Courses:

Faculty and students are encouraged to engage in NPTEL online courses for additional subject and skill learning.

9. Lab Equipment Maintenance:

HoDs ensured proper lab equipment functioning and cleanliness for optimal utilization.

10. Design Engineering Workshops:

Suitable faculty members identified and designated to conduct Design Engineering workshops.

11. Planning Mid-Semester Exams:

HoDs planned mid-semester exams, ensuring syllabi coverage and adherence.

Conclusion:

The proactive measures implemented aim to enhance academic quality and create a conducive learning environment, reinforcing the commitment to excellence.



Prof. Akshay Kansara
(Member Secretary)



Dr. Harshvadan Patel
(Chairperson)

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