

Internal Quality Assurance Cell
Sardar Patel University, Vallabh Vidyanagar-388120, Gujarat
Action Taken Report 2023-24

Sr No	Date of the Meeting	Agenda	Action Taken
1	13/02/2024	The details of the data and documents received from the university departments and administrative sections were given to the members.	The criteria convenors started working on the data received.
2	16/02/2024	Appraisal of the data and documents received through DIQAC.	The criteria convenors discussed data and documents received from various departments and pointed out lacuna. The DIQAC coordinators were informed to verify the data on their end. Also, the system of online submission of data and documents was described. E-mail addresses and google drives for individual departments were created for data submission.
3	02/03/2024	Explaining data sheets for data collection.	The data sheets according to AQAR format were explained to the criteria convenors. The data sheets were shared with DIQAC coordinators.
4	22/03/2024	Online filling up of data and uploading the documents through google sheets.	The data sheets were explained and also on-screen demonstration of the system was made. The queries raised by the members were resolved. Online submission of data and uploading documents initiated at DIQAC level.


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5	26/04/2024	Data received online from various departments, administrative sections, centers and cells and validation of documentary evidences before submitting for the upload.	The data received was analysed by criteria convenors and also the documents were validated. Some of the DIQAC coordinators were invited to discuss the deficiency in the data and documents received from their departments.
6	04/05/2024	To take stock of data received online from various departments, administrative sections, centers and cells. The necessary instructions were given to formatting the details received. Also, it was decided to send reminder to departments and sections to provide the data and details so that the work can be completed in time.	The data received needed formatting. The criteria-wise team worked on formatting the data and also validation of supporting documents was carried out by them.
7	15/05/2024	To discuss the scrutiny process of the various applications received for recruitment/promotion of teaching positions at affiliated colleges.	The guidelines for scrutiny were prepared for uniformity. The guidelines were shared with members of the scrutiny committee.



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