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J.Z.SHAH ARTS & H.P.DESAI COMMERCE COLLEGE, AMROLI- SURAT

Grant in Aid College affiliated to Veer Narmad South Gujarat University, Surat

Re-accredited 'B' (CGPA 2.74) By NAAC

India Ranking 2017 : College (Rank-band : 151-200)

B.A. [Principal- Gujarati & Economics], B.Com [Eng. &Guj. Medium]

M.A. [Gujarati, Economics, English], M.Com. [Accountancy- Eng&Guj. Medium]

To,

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IQAC Meeting : 1st

Date: 14/07/2021

Wednesday

Venue : Multimedia Hall

Time :10.00 a.m.

All the IQAC Members are requested to attend the meeting of IQAC scheduled on 14/07/2021 in Multimedia Hall at10.00 a.m. The agenda for this meeting is as follows:

Agenda:

1. To Confirm minutes of IQAC meeting held on 17/02/2021.
2. Discussion on 'Best Practice'.
3. Confirmation about plan of action for academic year 2021-2022.
4. Discussion on feedback analysis report.
5. Discuss policy of Continuous Evaluation for academic year 2021-2022.
6. Discussion on system for awarding CAS to the faculties.
7. Discussion and planning any other matter with Permission of chairperson.

Kindly make it convenient to attend the meeting on the date and time specified above.

Coordinator, IQAC   Chairperson, IQAC

(Dr. Sejal A. Desai)   (I/C Prin. Dr. R. D. Rana)

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1. To Confirm minutes of IQAC meeting held on 17/02/2021.
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Minutes of the IQAC meeting held on 14/07/2021 at 10.00a.m at college multimedia hall. The following members were present.

No.	Member Present
1.	**Dr. R. D. Rana (Chairperson)**
2.	**Dr. S. A. Desai (Coordinator)**
3.	**Dr. R.N.Sadri (secretary)**
4	**DR. R. C. Gandhi (Member)**
5.	**Mr. B.D. Patel (Member)**
6.	**Mr.K.S.Sutaria (Member)**
7.	**Dr .B .N. Dhimmar (Member)**
8.	**Mrs. C.U. Naik (Member)**
9.	**Mr. J.D.Vachhani (Member)**
10.	**Mr. ManishbhaiTalior (Member)**
11.	**CS Shweta P. Patel (Member)**
12.	**Dr. YogeshVasiya (External Expert)**
13.	**Dr. Gaurang Rami (External Expert)**
14.	**Mr. Ashwin R. Patel (Management Representative)**
15.	**Shri Champaklal N. Patel (Administrative Representative)**
16.	**Mrs. Sonal V. kulkarni (Community Representative)**
17.	**Mr. Aditya patel (Industrialist)**
18.	**Mr. Chaitany Bhatt (Alumni student)**

	Mr. TusharRamani (Alumni Student)
19.	**(Student Representative)**
20.	**(Parent Representative)**

The meeting was chaired by Principal Dr. R. D. Rana**,** Chairperson of College IQAC.

Dr. Sejal A. Desai, College IQAC Coordinator, welcomed all the members for the meeting of College IQAC.

Item No. 1: To confirm minutes of IQAC meeting held on 14/07/2021:

Discussion on the Completionof Plan of action of year 2020-2021 was done:

1. Identify more "best Practice" and Institutionalize them.
2. Focus on " Student Centric" activities to enhance their skills.
3. Feedback to be taken on all aspects from various stakeholders.
4. Certificate course on textile and diamond business to be introduced.
5. All payments be made through digital mode to promote digitization.
6. To plan policy of online teaching for the academic year 2020-21.

The outcome achieved by the end of the year 2020- 21 against the plan of action chalked out by the IQAC in the beginning of the academic year 2020-21 towards quality enhancement were discussed and noted as below :

Plan of Action	Achievements
1. Curricular aspects	-Yearly academic plan prepared and implemented.
- To make feedback process more effective.	Online Feedback is collected and analysis report prepared from that.
-To increase the programme options available to students in terms of Certificate course.	-To increase the programme options available to students in terms of Certificate course. Value Added Certificate Course: Online certificate courses are introduced for holistic development of students, likeE-Commerce, Consumer protection, Workspace security, Social media marketing, Goods and service tax, Disaster management, Stress management, Effective writing, Public speaking, Body language, Mental health studies, Cyber security, Child care and development &online exams conductedfor evaluation of certificate courses. Add-on Certificate Course: IIT- Bombay has been continued as an add-on course for all the students.

2. Teaching, learning and evaluation - Admission	- Admission 1. Online Admission procedures. Admission procedures are well advertised through prospects, website, notice boards, counselling during admission etc. 2. All the seats in Aided/ self-finance classes for first year B.Com and PG (MA & MCOM) were filled up in centralised admission process through VNSGU.
- Teaching and Learning	MS Team is introduced to take online classes.
Online examinations introduced for all year students for internal evaluation	Online examinationare conducted for all students through MS Team.
3. Research consultancy and extension - Support in initializing Quality initiatives	- Support in initializing Quality initiatives Organized 34 webinar through Zoom, MS Team and Social media.
- Effort to make collaborative endeavor impactful.	Guest lecturers / seminars / workshop arrange for teachers and students. 2 MOUs are signed for student's self development and abroad education. - Participated in the Unnat Bharat Abhiyan and adopted 5 villages under this scheme for community service.
4. Infrastructure and learning outcomes - Up gradation in IT infrastructure	- Up-gradation in IT infrastructure 1. Google Classroom application is continued and used MS Team platform for most of the teaching activities. 2. Most of the module of MIS.amroli college is activated. 3.Renovated computer lab with 108 computer facilities for students. 4. Developed Students Help Desk for Admission, Career Guidance and Job Fair 5. Online facility provided to students for issuing Identity card and other administrative

- Up gradation in infrastructure	procedure. Constructed New Sports Room (Gym) For Students.
5. Skill oriented program - Students centric activities	-Arrange online competition and online activities with Covid-19 guidelines by State Government and University. -Starting Career Counselling Education Hub collaboration with National Academy. -Virtual job fair arranged for placements for students. -Career Guidance Webinar Series for 12th standard students arranged during 16-06-2020 to 17-09-2020. -Online Seminars, meetings and Talks were arranged for overall development of students.
6. Student mentoring program	1. Arranged motivational online program. 2. Arranged career guidance, value based and job oriented seminar, placement drive in various field. 3. Arranged career counselling program for first year sudents of B.Com and PG.
7. Governance, leadership and management	1. Maintenance of transparency in admission 2.Received ISO 9001:2015 (QMS) Certificate No.DI- 2104901 by Indraprastha System CertiPvt. Ltd. accredited by EIAC, A member of International Accreditation Forum on 9th April - 2021 3. Applied for NIRF and GSIRF (Gujarat State Institutional Ranking Framework) and got 2.03CGPA with 3 stars in GSIRF. 4. Organized NCC camp by 6 Guj Girls BN NCC Surat in college campus.
8. Environmental awareness	1. Awareness of Environment through Tree Plantation and Posters on Social Media.
9. To involve Alumni	1. Alumni served their services as judge in different online inter college competition organized by college.

	2. Official Alumni Association registration process has been initiated.
10. Community extension program.	1. Community Service during Covid-19 Pandemic by NSS Volunteers. 2. College wins the Rotary Round Trophy for Collecting the Highest Numbers of Bloods Seventeen Times in a Raw. 3. To aware people about Cultural and Tribal Community of South Gujarat People College performed a play called "Me Gandevi No Galo" and Stood first in 6th different categories in state level competition.
11. Best practices	-Babasaheb Ambedkar open University Center This year University approved 9 Regular Courses of Post Graduate Diploma, Diploma and Certificate Course Also received New Vocational Courses Center of BAOU (Center Code- 0791818) and approved 13 Vocational Courses. -Earn While Learn Scheme.

Item No. 2 Discussion on 'Best Practice'.

Decided to strengthen best practice 'commitment towards social responsibility' by involving more students. For that decided to divide students in to four groups to do academic, social, cultural and environment activities. Also decided to appoint coordinator and co-coordinator for these groups from faculties and students.

Item No. 3: Confirmation about plan of action for academic year 2021-2022.

-Focus on 'Student Centric' activities to enhance their skills.
-To increase the participations of students in green initiatives to make 'Hariyalu Amroli'.
-To focus on outcome based education.
-Generated Resources through UGC, KCG and other sources.
-Aim to complete 100% Vaccination drive for students and faculties in campus.

Item No. 4: Feedback to be taken on all aspects from various stakeholders.

All the IQAC members discussed the suggestions deceived from feedback and decided to continue with C2C certificate course for final year students and Computer Skill Development certificate course for second year students.

Item No. 5 : Discuss policy of Continuous Evaluation for academic year 2021-2022.

Amid COVID-19 pandemic when classes were running online/ offline it was very important for college to build a strategy for internal evaluation examination. So members of IQAC discussed and gave their opinions on the same. after discussion it was decided to take Assignments / Quiz / Chapter end test and MCQ for internal evaluation.
Also decided to give benefits to students in internal evaluation for extracurricular activities. The proper structure of giving benefits to students in internal evaluation will decided by high power committee of college.

Item No. 6: Discussion on system for awarding CAS to the faculties.

Two faculties Dr. Zankhna Parmar & Dr. Chirag Siddhpuriya applied for CAS in meeting is decided to appoint screening committee to calculate API the members of screening committee for CAS are
1. Dr. Sejal Desai
2. Dr. Gaurang Rami
3. Dr. Yogesh Vasiya

Item No. 7:. Discussion and planning any other matter with Permission of chairperson.
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With no other matter pending for the discussion, the meeting ended with a vote of thanks to the chair.